SEA LEGS

A NAVY HANDBOOK

GUIDELINE SERIES

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WELCOME ABOARD

I am pleased to again introduce this revised edition of SEA LEGS. I hope you benefit from this basic handbook designed to familiarize Navy family members as well as active duty personnel, both single and married, with the terms, traditions and customs of military life.

I also want to express my commitment to improving the quality of life of our Navy and Marine Corps families. The family is the foundation of our service and our Nation. It is an essential part of the total team that makes a strong defense for our nation.

This convenient reference book is not all inclusive and certainly will not answer all your questions, but it will give you the background to help you find the answers.

SEA LEGS is sponsored by the Navy Wifeline Association. Their assistance and support is gratefully acknowledged.

Rear Admiral, U.S. Navy, Commander
Naval Military Personnel Command

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TABLE OF CONTENTS

I. The Navy
History of the Navy 4
Department of the Navy 6
Navy Department 6
Shore Establishment 8
Operating Forces of the Navy 8
Organization of the Department of the Navy (chart) 9
How Ships are Named 10
Classifications of Naval Ships and Craft Combatant Ships 10
Aircraft "Popular Names" and Designations 14
Staff Corps 16
Chaplain Corps 16
Civil Engineer Corps 16
Naval Construction Force (Seabees) 16
Units of Naval Construction Force 17
Judge Advocate General's Corps 17
Medical Department 18
Medical Corps 18
Dental Corps 18
Nurse Corps 18
Medical Service Corps 18
Hospital Corps 18
Dental Technicians 18
Supply Corps 18
II. Ranks, Rates, Assignments and Promotions
Insignia 19
Enlisted Assignments 19
Enlisted Ratings 20
Navy Rating Specialty Marks (chart) 21
Enlisted Advancement 23
Fleet, Force and Command Master Petty Officers (FMC or CMC) 24
The Master Chief Petty Officer of the Navy (MCPON) 24
Ranks and Rates (chart) 25
Officer Promotion and Selection 28
Warrant Officers 30
Limited Duty Officer (LDO) Program 30
III. Sea Duty and the Navy Family
Deployments 31
Mail 33
Telegrams 33
Emergency Communication 34
Getting Involved 34
IV. Moving, an Integral Part of Navy Life
Moving, Shipping and Travel 35
Overseas Tours 36
The Navy Sponsor Program 37
Welcome Aboard Packages 37
The Overseas Living Conditions Report 37
"Overseasmanship" 37

Transportation....37
Living in a Foreign Country....38
V. Assistance for Navy Families
Pride, Professionalism and Personal Excellence....39
Voluntary Education....39
Personal Excellence Partnerships....40
Equal Opportunity....40
Leadership and Management Training....40
Counseling and Assistance Centers....40
Community and Personal Services
Dependent Identification Cards....41
DEERS....41
Retirement Counseling....42
Casualty Assistance Calls Program....42
Survivors Benefits....43
Morale, Welfare and Recreation....43
Child Care....44
Family Support
Family Service Centers....45
Employment Opportunities....45
Family Advocacy Program....46
Family Ombudsman....47
Housing....47
Housing Referral Office....48
Health and Physical Readiness....49
Additional Family Assistance
American Red Cross....50
Armed Forces Hostess Association....51
Chaplain Support....51
Financial Affairs....52
Allotments....52
Some Tips on Managing Your Money....53
Trimming Your Budget and Expenses....54
Legal Assistance....55
National Military Family Association (NMFA)....56
Navy Exchanges, Commissaries and Lodges....56
Navy League of the United States....57
Navy Relief Society....58
Navy Spouse Information Schools....59
Navy Wifeline Association (NWA)....60
Spouse Clubs and Support Groups....61
Navy Wives Clubs of America (NWCA)....61
United Services Organization (USO)....62
Volunteer Opportunities....62
VI. Medical Benefits
CHAMPUS in a Nutshell....63
Who's Covered?....65
What's Covered?....66
Dependent Dental Plan....67
Program for the Handicapped....68
Your Medical Benefits....71

Your Costs....71
Health Benefit Advisors (HBAs) and Uniformed Services Medical Facilities....72
VII. Miscellaneous Information
Navy Time....87
Navy References....88
Naval Terms....90
Naval Acronyms and Abbreviations....98

I. The Navy

HISTORY OF THE NAVY

The Beginning: America's first navy, the Continental Navy, was born from the fire of the revolution and the necessity to halt the flow of men and materials from Great Britain. In the beginning, the colonies carried on the war at sea using privateers—privately owned ships commissioned to fight for the struggling new nation. But on the thirtieth of October in 1775, the Continental Congress took the first step toward building a permanent Navy by authorizing funds for a few small ships. Two months later Esek Hopkins was appointed Commander in Chief of the Navy with the monthly salary of twenty-five dollars. Twenty-two officers were commissioned in December. Among their number was John Paul Jones. After six years of battles on the seas, ranging as far as the coast of France, the Revolutionary War ended in 1781. This was the beginning of a long and fine tradition of naval service.

In 1794 Congress passed a law officially establishing a United States Navy, and as the nation approached a new century, quarterdecks were manned by future heroes named Preble, Decatur, Truxton and Bainbridge. In 1812 the Navy again faced British fleets. In famous actions such as Lake Erie and Lake Champlain the precedent for quality in American naval power was set. Porter, Lawrence ("Don't give up the ship!") and others wrote their names firmly into United States history.

The Civil War: After half a century of development, the basis for a greatly expanded fleet existed by the time of the Civil War. Confederate and Union naval forces met throughout this war to test each other's strength. Monitor,

Virginia, Albemarle, Alabama and Boston were ships that established a history of bravery that continues today.

The Spanish-American War: By February of 1898, trouble between Spain and the United States had been developing in Cuba for years. On the twenty-fifth of February the USS Maine was destroyed by an explosion in Havana's harbor. Thus began the short-lived war that saw the heroic actions of Dewey at Manila Bay and Santiago.

In the peaceful period between the end of the Spanish-American War and the beginning of the First World War, the Navy was called upon for an occasional show of force. Naval forces were used in Cuba, Panama, Nicaragua and Mexico at various times to restore order and to protect American interests. During this time the Navy changed greatly. Steel replaced iron. High-powered guns came into use. Radio was adapted to fleet communications. Fuel oil replaced coal. The Navy acquired its first airplanes and began investigating the possibility of their use as seaborne weapons. Submarines advanced from experiemental craft to seagoing ships with regular fleet status.

World War I: In World War I the Navy did much to speed final victory. Naval convoys escorted two million troops to France, losing only one transport, and helped bottle up the German Fleet by laying 35,000 mines in the North Sea.

Following the immense costs of World War I the Navy budget underwent drastic reductions in armament spending. The fleet fell far below adequate strength, but in 1933 shipbuilding experienced an upswing. President Roosevelt proclaimed a limited national emergency in 1939. This raised naval manpower ceilings and recalled to active duty officers and men on the retired and reserve lists. On December 7, 1941, Japanese planes dove out of the sky over Pearl Harbor, and the country was once again at war.

World War II: Throughout World War II, on both the Atlantic and Pacific Oceans, naval forces carried the fight to enemy shores. Starting with the holding efforts in the Philippines and the first convoys to England, the Navy went on to island-hopping in the Pacific, fought the great battles of Midway and the Coral Sea and continued up to the surrenders at Paris and Tokyo. Naval power and mobility proved indispensable in protecting the freedom and interests of the United States throughout the world.

The Korean War: Five years after the end of the war with Japan, the United States Navy joined other United Nations forces in Korea. Before the truce was signed on July 27, 1953, the Navy had provided 575 ships and 250,000 men to join in the UN action.

The Vietnamese War: From the early 1960's until the cease fire on 27 January 1973, U.S. Navy forces served in both advisory and active combat support roles for the Republic of Vietnam through the employment of carrier aircraft, naval gunfire support and riverine forces.

Today: The Navy is dedicated to keeping open the sea lanes of the world, supporting international treaty agreements and maintaining a nuclear strike capability as a deterrent to nuclear warfare.

DEPARTMENT OF THE NAVY

In a world of complex political problems, the only way the United States can preserve its freedom is to have a strong Army, Navy, Air Force, Coast Guard and Marine Corps. As a member of this team, the Navy has an ever-increasing responsibility as the nation's first line of defense. The spouse of a Navy member, as a part of this team, should have a good understanding of the size, importance and mission of the Navy.

The primary mission of the Department of the Navy is to protect the Unites States by the effective prosecution of war at sea, including the seizure or defense of advanced naval bases; to support, as required, the forces of all military departments of the United States; and to maintain freedom of the seas.

NAVY DEPARTMENT

The Navy Department, as opposed to the Department of the Navy, refers to the central executive offices of the Department of the Navy located at the seat of government. The Navy Department is comprised of the Office of the Secretary of the Navy, Office of the Chief of Naval Operations, Headquarters, United States Marine Corps and the Bureau of Naval Personnel which is under the command of the Chief of Naval Operations. In addition, the Headquarters, United States Coast Guard, is included when operating as a service in the Navy. The Navy Department functions to establish policy, provide direction and exert control over the operations of the other two components of the Department of the Navy, that is, the Shore Establishment and the Operating Forces of the Navy and Marine Corps.

The Secretary of the Navy, a civilian, is in charge of the Department of the Navy. Under the direction, authority and control of the Secretary of Defense, the Secretary of the Navy is responsible for the policies and control of the Department of the Navy, including its organization, administration, operation and efficiency.

The Office of the Secretary of the Navy assists the Secretary in carrying out his responsibilities and includes the Under Secretary of the Navy, the Assistant Secretaries of the Navy, the General Counsel of the Department of the Navy, the Judge Advocate General of the Navy, the Naval Inspector General, the Chief of Naval Research and such other offices and officials as may be established by law or as the Secretary may establish or designate.

The Chief of Naval Operations (CNO) takes precedence above all other officers of the naval service in performing his duties within the Department of the Navy. The CNO is directly responsible to the Secretary of the Navy and performs his duties under the authority, direction and control of the Secretary. As the Navy representative to the Joint Chiefs of Staff, the CNO advises the Secretary regarding military advice rendered by members of the Joint Chiefs of Staff on matters affecting the Department of the Navy.

The Office of the Chief of Naval Operations furnishes professional assistance to the Secretary, the Under Secretary and the Assistant Secretaries of the Navy and to the Chief of Naval Operations. Organizationally, the Office of the Chief of Naval Operations (OPNAV) consists of the Chief of Naval Operations, the Vice Chief of Naval Operations, Special Assistants, Deputy Chiefs of Naval Operations

(DCNOs), Assistant Chiefs of Naval Operations (ACNOs) and Directors of Staff Offices (DSOs). These offices are responsible for assigned functions within their respective organizational components and orders issued by them in performing their duties are considered as coming from the CNO. Collectively, these various components which comprise the OPNAV staff are called OPNAV Principal Officials and they are identified by organizational category as follows:

Assistant Chiefs of Naval Operations (ACNOs)

OP-02 ACNO (Undersea Warfare)
OP-03 ACNO (Surface Warfare)
OP-05 ACNO (Air Warfare)

Deputy Chiefs of Naval Operations (DCNOs)

OP-01 DCNO (Manpower, Personnel and Training)
OP-04 DCNO (Logistics)
OP-06 DCNO (Plans, Policy and Operations)
OP-07 DCNO (Naval Warfare)
OP-08 DCNO (Navy Program Planning)

Directors of Staff Offices (DSOs)

OP-09B Assistant Vice Chief of Naval Operations
OP-00N Director of Naval Nuclear Propulsion Program
OP-092 Director of Naval Intelligence
OP-093 Director of Naval Medicine/Surgeon General of the Navy
OP-094 Director of Space, Command and Control
OP-095 Director of Naval Reserve
OP-096 Oceanographer of the Navy
OP-097 Director of Religious Ministries/Chief of Chaplains of the Navy
OP-098 Director of Research and Development Requirements, Test and Evaluation

Special Assistants

OP-09C Special Assistant for Public Affairs Support
OP-09F Special Assistant for Safety Matters
OP-09G Special Assistant for Inspection Support
OP-09J Special Assistant for Legal Services
OP-09L Special Assistant for Legislative Support
OP-09N Special Assistant for Naval Investigative Matters and Security

The Commandant of the Marine Corps is responsible, under the Secretary of the Navy, for the administration, discipline, internal organization, training requirements, efficiency and readiness of the Marine Corps. The Commandant presides over the Headquarters, Marine Corps and the Operating Forces of the Marine Corps, the Marine Corps support establishment and the Marine Corps Reserve. The Commandant of the Marine Corps is directly responsible to the Chief of Naval Operations for the organization, training and readiness of those elements of the Operating Forces of the Marine Corps assigned to the Operating Forces of the Navy. Such Marine Corps forces, when so assigned, are subject to the command exercised by the Chief of Naval Operations over the Operating Forces of the Navy. Likewise, members or organizations of the Navy, when assigned to

the Marine Corps, are subject to the command of the Commandant of the Marine Corps.

The Chief of Naval Personnel, under the command of the Chief of Naval Operations, commands the Bureau of Naval Personnel and shore activities as assigned by the Chief of Naval Operations, including the Naval Military Personnel Command, the Naval Civilian Personnel Center and the Naval Recruiting Command. The Chief of Naval Personnel directs the procurement, distribution, administration and career motivation of the military personnel of the Regular and Reserve components of the United States Navy to meet quantitative and qualitative manpower requirements determined by the Chief of Naval Operations; directs the management and administration of the Department of the Navy civilian personnel/equal employment opportunity programs; and develops service-wide programs for improved human resource management.

SHORE ESTABLISHMENT

The Shore Establishment consists of major shore commands and shore activities that have been established by the Secretary of the Navy.

A major shore command typically has a Navywide or areawide mission and includes subordinate activities which support it. For example, the Naval Telecommunications Command is a major shore command with headquarters in Washington, D.C. and is responsible for the naval telecommunications system. Shore activities, called communications stations, located throughout the world, are part of the Naval Telecommunications Command. The Department of the Navy chart on page 9 shows the other major shore commands. Their titles are descriptive of their Navywide mission such as the Naval Medical Command, Naval Space Command, Naval Oceanography Command and Naval Security Group Command.

Shore activites differ from major shore commands in that they have a local instead of Navywide mission and generally do not include subordinate activities. Some are large production-oriented activities such as shipyards, amphibious bases and air stations. Others, like the Naval Observatory and the United States Naval Academy, are one-of-a-kind activities.

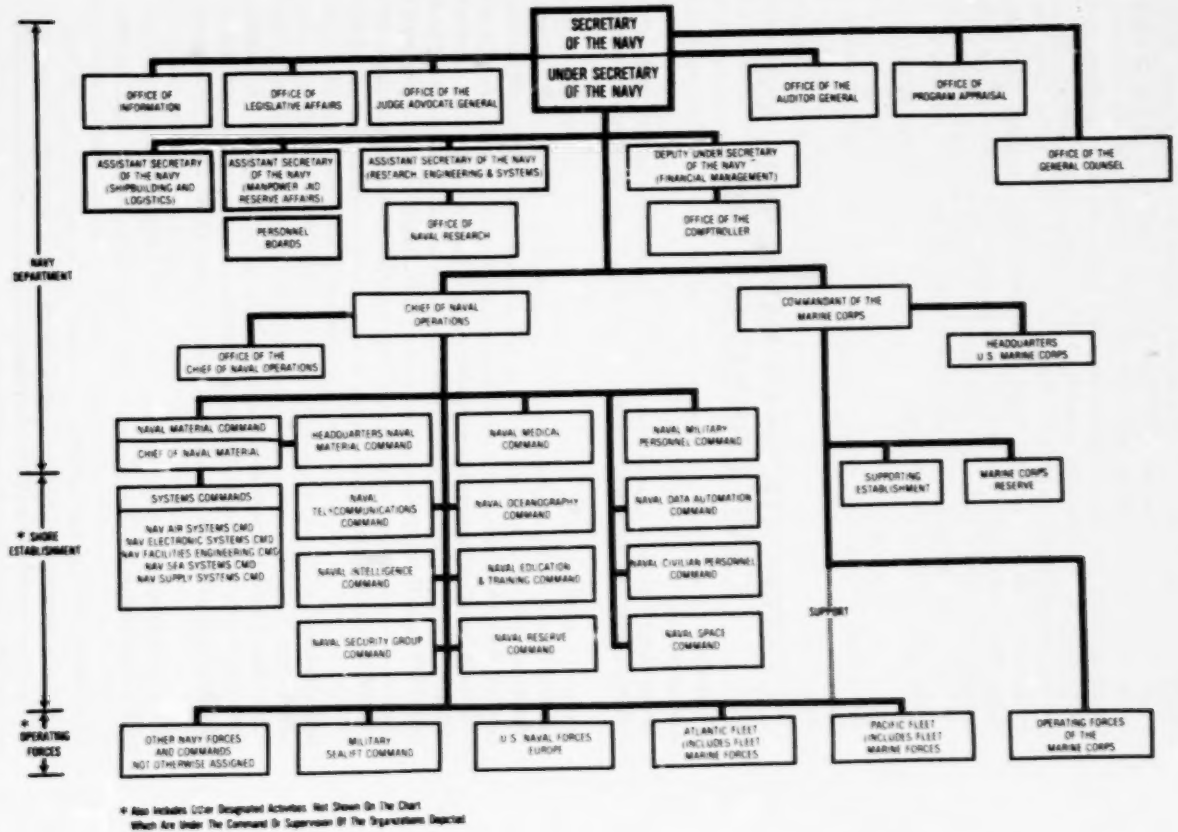
OPERATING FORCES OF THE NAVY

The Operating Forces of the Navy and Marine Corps are the spearhead of the Navy's offensive and defensive power. They are the only reason for the Navy's existence. The Operating forces of the Navy consist of the fleets, seagoing forces, the Naval Reserve Force, the Military Sealift Command and such activities as may be assigned by the Chief of Naval Operations.

The Chief of Naval Operations commands the Operating Forces of the Navy and is responsible to the Secretary of the Navy for their administration and use, including training, readiness and preparation for war.

The Navy has four fleets: the Second, Third, Sixth and Seventh. Two fleets, the Second in the Atlantic and the Third in the Pacific, patrol the coasts of the United States. The Sixth fleet patrols the Eastern Atlantic and Mediterranean, and the Seventh Fleet patrols the Western Pacific and Indian Ocean.

DEPARTMENT OF THE NAVY


SECRETARY OF THE NAVY
UNDER SECRETARY OF THE NAVY
OFFICE OF INFORMATION
OFFICE OF LEGISLATIVE AFFAIRS
OFFICE OF THE JUDGE ADVOCATE GENERAL
OFFICE OF THE AUDITOR GENERAL
OFFICE OF PROGRAM APPRAISAL
OFFICE OF THE GENERAL COUNSEL
ASSISTANT SECRETARY OF THE NAVY (SHIPBUILDING AND LOGISTICS)
ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND RESERVE AFFAIRS)
PERSONNEL BOARDS
ASSISTANT SECRETARY OF THE NAVY (RESEARCH ENGINEERING & SYSTEMS)
OFFICE OF NAVAL RESEARCH
DEPUTY UNDER SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT)
OFFICE OF THE COMPTROLLER
NAVY DEPARTMENT
CHIEF OF NAVAL OPERATIONS
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS
HEADQUARTERS U.S. MARINE CORPS
NAVAL MATERIAL COMMAND
CHIEF OF NAVAL MATERIAL
HEADQUARTERS NAVAL MATERIAL COMMAND
NAVAL MEDICAL COMMAND
NAVAL MILITARY PERSONNEL COMMAND
SYSTEMS COMMANDS
NAV AIR SYSTEMS CMD
NAV ELECTRONIC SYSTEMS CMD
NAV FACILITIES ENGINEERING CMD
NAV SEA SYSTEMS CMD
NAV SUPPLY SYSTEMS CMD
NAVAL TELECOMMUNICATIONS COMMAND
NAVAL OCEANOGRAPHY COMMAND
NAVAL DATA AUTOMATION COMMAND
NAVAL INTELLIGENCE COMMAND
NAVAL EDUCATION & TRAINING COMMAND
NAVAL CIVILIAN PERSONNEL COMMAND
NAVAL SECURITY GROUP COMMAND
NAVAL RESERVE COMMAND
NAVAL SPACE COMMAND
SUPPORTING ESTABLISHMENT
MARINE CORPS RESERVE
* SHORE ESTABLISHMENT
SUPPORT
* OPERATING FORCES
OTHER NAVY FORCES AND COMMANDS NOT OTHERWISE ASSIGNED
MILITARY SEALIFT COMMAND
U.S. NAVAL FORCES EUROPE
ATLANTIC FLEET (INCLUDES FLEET MARINE FORCES
PACIFIC FLEET (INCLUDES FLEET MARINE FORCES
OPERATING FORCES OF THE MARINE CORPS

* Also Includes Other Designated Activities Not Shown On The Chart Which Are Under The Command Or Supervision Of The Organizations Depicted

HOW SHIPS ARE NAMED

With a few exceptions, the Navy Department has a standard set of rules for naming ships. Seldom is a ship named in honor of a living person. Ships are designated with letters. All ships have at least two letters in their designation—the first letter indicates the type of ship, and the following letters indicate the class. Combatant ships have first letter prefixes of B (battleship), C (cruiser and carrier), D (destroyer), S (submarine) and P (patrol). Amphibious ships are lettered with an L, and mine ships are designated by an M. The first letter, A, is reserved for auxiliary ships like oilers, tenders and tugs. The letter N, when used as the last letter of a ship classification, indicates nuclear propulsion. The letter N, when used as the last letter of a service craft, indicates a non-self-propelled version of a similar self-propelled service craft.

CLASSIFICATIONS OF NAVAL SHIPS AND CRAFT COMBATANT SHIPS

WARSHIPS

Aircraft Carriers:

Aircraft Carrier ..... **CV**
Aircraft Carrier (nuclear propulsion) ..... **CVN**

Surface Combatants:

Battleship ..... **BB**
Gun Cruiser ..... **CA**
Guided Missle Cruiser ..... **CG**
Guided Missle Cruiser (nuclear propulsion) ..... **CGN**
Destroyer ..... **DD**
Guided Missile Destroyer ..... **DDG**
Frigate ..... **FF**
Guided Missile Frigate ..... **FFG**

Submarines:

Submarine ..... **SS**
Submarine (nuclear-powered) ..... **SSN**
Ballistic Missile Submarine (nuclear-powered) ..... **SSBN**
Auxiliary Submarine ..... **AGSS**

Patrol Combatants:

Patrol Combatants ..... **PG**

AMPHIBIOUS WARFARE SHIPS

Ampibious Helicopter/Landing Craft Carriers:

Amphibious Assault Ship (Multi-Purpose) ..... **LMD**
Amphibious Assault Ship (General Purpose) ..... **LHA**
Amphibious Assault Ship (Helicopter) ..... **LPH**
Amphibious Transport Dock ..... **LPD**

Landing Craft Carriers:

Amphibious Cargo Ship	LKA
Amphibious Transport	LPA
Dock Landing Ship	LSD
Tank Landing Ship	LST

Miscellaneous:

Amphibious Command Ship	LCC

MINE WAREFARE SHIPS

Minesweeper—Ocean (nonmagnetic)	MSO
Mine Countermeasure Ship	MCM

AUXILIARY SHIPS

Mobile Logistics:

Ammunition Ship	AE
Store Ship	AF
Combat Store Ship	AFS
Oiler	AO
Fast Combat Support Ship	AOE
Replenishment Oiler	AOR
Destroyer Tender	AD
Repair Ship	AR
Submarine Tender	AS
Auxiliary Submarine	AGSS

Support Ships:

Salvage Ship	ARS
Submarine Rescue Ship	ASR
Fleet Ocean Tug	ATF
Salvage and Rescue Ship	ATS
Miscellaneous	AG
Deep Submergence Support Ship	AGDS
Miscellaneous Command Ship	AGF
Frigate Research Ship	AGFF
Missile Range Instrumentation Ship	AGM
Oceanographic Research Ship	AGOR
Surveying Ship	AGS
Hospital Ship	AH
Cargo Ship	AK
Ocean Surveilance Ship	AGOS
Transport Oiler	AOT
Aviation Logistic Support Ship	AVB
Vehicle Cargo Ship	AKR
Gasoline Tanker	AOG
Transport	AP
Self-Propelled Barracks Ship	APB
Cable Repairing Ship	ARC
Repair Ship, Small	ARL
Guided Missile Ship	AVM
Training Aircraft Carrier	AVT

COMBATANT CRAFT

Patrol:

Patrol Boat ..... PB
Patrol Craft (Fast) ..... PCF
Patrol Craft (hydrofoil) ..... PCH
Patrol Gunboat (hydrofoil) ..... PGH
Fast Patrol Craft ..... PTF
Mini-Armored Troop Carrier ..... ATC
River Patrol Boat ..... PBR

Amphibious Warfare:

Landing Craft, Air Cushion ..... LCAC
Landing Craft, Mechanized ..... LCM
Landing Craft, Personnel, Large ..... LCPL
Landing Craft, Utility ..... LCU
Landing Craft, Vehicle, Personnel ..... LCVP
Amphibious Warping Tug ..... LWT
Side Loading Warping Tug ..... SLWT
Light Seal Support Craft ..... LSSC
Medium Seal Support Craft ..... MSSC
Swimmer Delivery Vehicle ..... SDV
Special Warfare Craft, Light ..... SWCL
Special Warfare Craft, Medium ..... SWCM

Mine Warfare:

Minesweeping Boat ..... MSB

SUPPORT CRAFT

Service Type Craft:

Large Auxiliary Floating Dry Dock (non self-propelled) ..... AFDB
Small Auxiliary Floating Dry Dock (non self-propelled) ..... AFDL
Medium Auxiliary Floating Dry Dock (non self-propelled) ..... AFDM
Auxiliary Repair Dry Dock (non self-propelled) ..... ARD
Medium Auxiliary Repair Dry Dock (non self-propelled) ..... ARDM
Large Harbor Tug (self-propelled) ..... YTB
Small Harbor Tug (self-propelled) ..... YTL
Medium Harbor Tug (self-propelled) ..... YTM
Fuel Oil Barge (self-propelled) ..... YO
Gasoline Barge (self-propelled) ..... YOG
Water Barge (self-propelled) ..... YW
Open Lighter (non self-propelled) ..... YC
Car Float (non self-propelled) ..... YCF
Aircraft Transportation Lighter (non self-propelled) ..... YCV
Covered Lighter (self-propelled) ..... YF
Covered Lighter (non self-propelled) ..... YFN
Large Covered Lighter (non self-propelled) ..... YFNB
Lighter (special purpose) (non self-propelled) ..... YFNX
Refrigerated Covered Lighter (non self-propelled) ..... YFRN
Harbor Utility Craft (self-propelled) ..... YFU
Garbage Lighter (non self-propelled) ..... YGN
Gasoline Barge (non self-propelled) ..... YOGN

Fuel Oil Barge (non self-propelled).....YON
Oil Storage Barge (non self-propelled).....YOS
Sludge Removal Barge (non self-propelled).....YSR
Water Barge (non self-propelled).....YWN
Barracks Craft (non self-propelled).....APL
Deep Submergence Rescue Vehicle.....DSRV
Deep Submergence Vehicle.....DSV
Unclassified Miscellaneous.....IX
Submersible Research Vehicle.....NR
Miscellaneous Auxiliary (self-propelled).....YAG
Floating Crane (non self-propelled).....YD
Diving Tender (non self-propelled).....YDT
Dry Dock Companion Craft (non self-propelled).....YFND
Floating Power Barge (non self-propelled).....YFP
Covered Lighter (Range Tender) (self-propelled).....YFRT
Dredge (self-propelled).....YM
Gate Craft (non self-propelled).....YNG
Patrol Craft (self-propelled).....YP
Floating Pile Driver (non self-propelled).....YPD
Floating Workshop (non self-propelled).....YR
Repair and Berthing Barge (non self-propelled).....YRB
Repair, Berthing and Messing Barge (non self-propelled).....YRBM
Floating Dry Dock Workshop (Hull) (non self-propelled).....YRDH
Floating Dry Dock Workshop (Machine) (non self-propelled).....YRDM
Radiological Repair Barge (non self-propelled).....YRR
Salvage Craft Tender (non self-propelled).....YRST

AIRCRAFT "POPULAR NAMES" AND DESIGNATIONS

Naval aircraft and aircraft squadron designations can become very complex involving a significant number of alphanumerics for every designation. Therefore, this section will not attempt to explain every conceivable combination of letters and numbers. As a matter of fact, the military recognized at the start of World War II that we needed to simplify identification for everyday use. Thus was born the idea of giving popular names to aircraft and aircraft squadrons.

The official assignment of names to naval aircraft began 1 October 1941, when a Navy Department press release reported that the Secretary had issued orders assigning names "for popular use" to a number of in-service and developmental aircraft. However, very little was done along these lines for several years.

A War Department press release on 4 January 1943 distributed a consolidated list of names for Navy and Army aircraft. This was the beginning of interservice coordination on aircraft names. This press release pointed out that the practice of naming aircraft had long been in effect in England, "In order that the general public may get a better idea of the character of military aircraft and more easily identify the combat planes mentioned in press dispatches from the battlefields of the world. . . ". Currently, a "popular name" is assigned to an aircraft when it is authorized for production. The Naval Air Systems Command and the Deputy Chief of Naval Operations (Air Warfare) are responsible for assigning these names. The most recent aircraft named were the F/A-18 "Hornet" and the V-22 "Osprey."

Aircraft model designation and its history is more complex. Prior to World War I, the Navy tried various schemes for designating aircraft. During that war, the Navy generally adopted whatever designations were assigned by the developer. In July 1920, the first traces appeared of the model designation system that was used until 1962. By General Order 541 of 17 July 1920, the Secretary of the Navy assigned a standard nomenclature for types and classes of aircraft and assigned the type designations of "Z" for lighter-than-air and "V" for heavier-than-air, to be followed by mission letters such as "F" for fighter and "A" for attack. Class designations such as "VF" for fighter, "VO" for observation and "VP" for patrol were assigned by the same order.

This basic system was retained for forty years with one significant amendment. On 13 May 1944 the letter "H" was adopted as a type letter for helicopters. At that time, the letter "V" was limited to fixed wing heavier-than-air and the letter "H" was assigned to rotary wing heavier-than-air.

On 18 September 1962, the Department of Defense issued a uniform model designation system for all services and directed its immediate adoption. The new system, adapted from the Air Force model designation system, assigned a basic mission letter followed by a number which indicated the sequential relationship of aircraft designed for that mission. Thus, the Navy AD was redesignated A-1. To avoid compounding confusion, the new system, insofar as was possible, correlated the new designation of naval aircraft with the older designation; thus, the F9F became the F-9 and the F8U became the F-8. The three in-service patrol planes, the P2V, the P3V and P5M were redesignated P-2, P-3 and P-5. A

letter has been added to indicate the number of major modifications that have taken place within a series. Thus, the A-7B is the seventh attack aircraft since the new system came into being, and it is the second major modification that has been made to the aircraft.

Some basic mission designations are:

A—Attack
C—Transport
E—Special Electronics
F—Fighter
P—Patrol
Q—Reconnaissance
R—Logistic Support
S—Antisubmarine
T—Trainer
X—Research

Aircraft squadron designations follow the same classification system as the class designators. The first letter indicates heavier-than-air (V), helicopter (H) or lighter-than-air (Z). The second letter designates the basic mission that the sqaudron performs. Thus VF-84 is a fighter squadron, VA-82 is an attack squadron and VS-24 is an anti-submarine squadron. The latest squadron designation is for the F/A-18, "VFA", indicating that the aircraft can perform both fighter and attack missions.

Some current aircraft designations and their names are:

Aircraft	Popular Name	Type Squadron	Mission
A-7E	Corsair	VA	Attack
A-6E	Intruder	VA	Attack
F-14A	Tomcat	VF	Fighter
F/A-18	Hornet	VFA	Strike/Fighter
H-3	Seaking	HS	ASW
P-3C	Orion	VP	Patrol/ASW
S-3A	Viking	VS	ASW
E-2C	Hawkeye	VAW	Early Warning
AH-1T	Cobra	(Marine)	Attack Helicopter
AV-8B	Harrier	(Marine)	Attack, vertical takeoff/landing
T-34	Mentor	VT	Training

STAFF CORPS

The Navy divides its officers into two broad categories: line officers and staff officers. Line officers are those who are eligible to succeed to command at sea. They represent the three warfare categories—surface, air and submarine, as well as a small forth category designated General Unrestricted Line. A Staff Corps officer provides a specific professional support function. The Navy has established the following Staff Corps: Chaplain Corps, Civil Engineer Corps, Naval Construction Force, Judge Advocate General's Corps, Medical Department (Medical Corps, Dental Corps, Nurse Corps, Medical Service Corps, Hospital Corps and Dental Technicians) and Supply Corps.

CHAPLAIN CORPS

The Chaplain Corps is comprised of professionally qualified chaplains appointed from religious faith groups of the United States. Its purpose is to provide for the free exercise of religion for all members of the naval service, their dependents and other authorized persons by providing ministries appropriate to their rights and needs and providing staff support to this end throughout the Department of the Navy. Additional information is contained in the section on family assistance, page 51.

CIVIL ENGINEER CORPS

The Civil Engineer Corps (CEC) was established by Act of Congress on 2 March 1867. CEC officers serve in four basic types of duty: public works, construction management, construction battalion operations and staff duty. The men and women of the CEC provide the Navy with specialized expertise in the management of shore facilities and utilities to support the fleet. Additionally, they provide similar support to USMC shore activities. Their primary mission is support of the operational forces of the Navy and Marine Corps through reserve and active units formed into: one brigade, eleven regiments, four support units, twenty-seven mobile and amphibious construction battalions, one maintenance unit, two underwater construction teams and numerous construction battalion units composed of Seabees located throughout the world.

NAVAL CONSTRUCTION FORCE (SEABEES)

The Naval Construction Force (NCF) is the collective term for the troop engineer units of the U.S. Navy. The first NCF units, the Mobile Construction Battalions, were established in 1942 to provide a self-supported military engineer organization. The men and women of the NCF, commonly called "Seabees", are trained in combat skills as well as in the construction trades. Seven construction ratings (EO, CM, BU, UT, SW, CE and EA) and personnel from fifteen general service ratings make up the Seabees. All Seabee units are commanded by Civil Engineer Corps Officers.

Naval Construction Force units are employed in direct support of Navy and Marine Corps operations for construction and war damage repair at advance bases, airfields, waterfronts and deep ocean facilities. The NCF

provides services to other government agencies including the State Department and the National Science Foundation. Amphibious Construction Battalions are employed with the Naval Beach Group to transport equipment and material across the beach. Other Seabee units include a brigade, support units, regiments, maintenance units, underwater construction teams and construction battalion units.

The Chief of Civil Engineers is the technical advisor to the CNO on all matters relating to the Naval Construction Force.

Naval Construction Battalions Centers (CBC) are field activities of the Naval Facilities Engineering Command and are located at Port Hueneme, CA, Gulfport, MS and Davisville, RI.

Units of the Naval Construction Force

Commander, Naval Construction Battalions	
U.S. Pacific Fleet	
U.S. Atlantic Fleet	
Naval Construction Brigades	(NCB)
Naval Construction Regiments	(NCR)
Naval Construction Force Support Unit	(NCFSU)
Naval Mobile Construction Battalion	(NMCB)
Amphibious Construction Battalion	(ACB)
Construction Battalion Maintenance Unit	(CBMU)
Construction Battalion Unit	(CBU)
SEABEE Team	
Underwater Contruction Team	(UCT)
Naval Support Unit State Department	(NSUSD)
Naval Energy and Environmental Support Unit	(NESSA)

JUDGE ADVOCATE GENERAL'S CORPS

Judge advocates are officers who comprise what has been a separate staff corps since 1967. They are lawyers admitted to practice law before the courts of one or more states and, in some instances, federal courts. As Navy lawyers, they are qualified to act as counsel at military courts-martial and appellate proceedings, as well as at administrative separation boards. Some are assigned to independent duty as legal advisors to major commands, and some serve the fleet directly aboard aircraft carriers and submarine tenders. Many judge advocates specialize in diverse areas of law such as admiralty, claims, international law and the developing field of space law. Navy lawyers worldwide provide legal assistance services, usually on a time-permitting basis. These services are limited to out-of-court advice, negotiations and referrals in appropriate cases to civilian counsel. They frequently include drafting correspondence and documents concerning adoptions, consumer affairs, powers of attorney, taxation and wills. Depending on local jurisdictions' rules of practice, some judge advocates are authorized to represent clients in judicial proceedings, while some serve as Special Assistant U.S. Attorneys in a prosecutorial role. For further details on the Department of the Navy Legal Assistance Program, please refer to page 55.

MEDICAL DEPARTMENT

The Navy Medical Department's primary mission is to safeguard and promote the physical and mental health of Navy and Marine Corps personnel. The Medical Department is also authorized to provide care in Navy Medical Facilities to active duty dependents, retired members, their dependents and other eligible beneficiaries as its resources permit. A detailed explanation of medical benefits can be found in Section VI of this handbook.

There are four officer corps and two enlisted ratings within the Navy's Medical Department. They are:

- **Medical Corps**—Established in 1871, it consists of all doctors.
- **Dental Corps**—Established in 1912, it consists of all dentists.
- **Nurse Corps**—Orginally established as the Navy Nurse Corps in 1908, the present Nurse Corps was established as a staff corps in 1947 and consists of all nurses.
- **Medical Service Corps**—Established as a staff corps in 1947, the officers of this corps represent a wide variety of health care disciplines including administrators and non-physician health care providers.
- **Hospital Corps**—Established as the Hospital Corps in 1898, it has existed under a variety of names since the earliest days of the Navy. Hospital Corpsmen have been awarded more Congressional Medals of Honor than any other enlisted rating.
- **Dental Technicians**—Originally a rating within the Hospital Corps, it was established as a separate rating in 1947.

SUPPLY CORPS

The Supply Corps was established on 25 February 1795 and is comprised of specialists in handling supplies and financial matters. They have charge of procuring, receiving, storing, issuing, shipping, transferring, selling, accounting for and (while in their custody) maintaining all stores and equipment except as designated otherwise. They also handle all pay and accounting.

II. Ranks, Rates, Assignments and Promotions

INSIGNIA

We speak of the rank of Navy and Marine Corps officers, the rate of naval enlisted personnel and the rank of Marine Corps enlisted personnel. An enlisted member enters the Navy as a recruit and may advance through one of the many different classifications to the highest rating—Master Chief Petty Officer of the Navy. Uniforms of non-rated personnel reflect the particular area of training by the color of the striped insignia worn on the upper left sleeve. White denotes a seaman, hospitalman or dentalman, red a fireman, green an airman and light blue a constructionman. Petty officers have different rating specialty marks. (See chart on pages 21 and 22.) Diagonal stripes on the lower left arm are called service strips or hashmarks. Each represents four years of service.

Members of the officer corps represent either line or staff corps. Insignia worn on the shirt collar, lower sleeves or shoulder boards show specialty or rank.

All personnel who have completed additional specialty training may wear the symbol of that knowledge such as wings for aviators, dolphins for submariners and cutlass for surface warfare. Each of the numerous insignia in use for a speciality, rate or rank represents an area of knowledge and opportunity open to all Navy men and women.

ENLISTED ASSIGNMENTS

Who pushes the button to send Navy personnel here and there in the United States, overseas to foreign stations or to sea for shipboard tours? This is done by sailors with recent fleet experience who have been selected for

duty as enlisted detailers. They are picked from all ratings and represent the personnel in their rating group. Navy spouses don't receive orders, but they follow those who do and may well question how and why different Navy tours are planned.

More than half-a-million men and women are needed to keep the Navy operating. Rotation of these personnel between sea and shore assignments is essential to provide recent fleet experience in shore billets and to give individuals relief from the rigors of sea duty. The frequency with which the rotation occurs is largely determined by the ratio of shore billets to sea billets. In ratings with more sea billets than shore billets, sea tours will be longer than those ashore. The reverse is true for ratings with less sea than shore billets.

A modern computerized system is used by the Naval Military Personnel Command to conduct the rotation program as well as other enlisted assignment chores. Information considered includes service data and personal preferences. Every attempt is made to satisfy a servicemember's preferences for type and location of duty. While machines provide information, trained officer and enlisted personnel evaluate it and make the final assignment decisions. Additional programs are under development to increase the opportunity for longer tours ashore.

ENLISTED RATINGS

After recruit training, naval personnel may begin their apprentice training with assignments to ships or shore stations or go directly to a technical school to learn the basic knowledge required to become petty officers in their fields. Then they may begin their on-the-job training or go on to more advanced schools for the technical skills which a particular rating may require.

Self-study training courses may play an important part in a Navy man or woman's advancement throughout his or her naval career. A number of Navy programs provide opportunities for continuing a formal education while in the service. These are grouped under the title of "Navy Campus" (See section on Voluntary Education). They indicate the Navy's recognition that the more education individuals acquire, the better equipped they become to perform their jobs and fulfill personal goals.

There are over 70 different specialties or "ratings" in the Navy. In each of these ratings a Petty Officer can advance from Third Class Petty Officer to Master Chief Petty Officer. Navy training in some highly specialized programs is open only to those who have already qualified as petty officers in required "source ratings." Examples of this are found in salvage and saturation diving, explosive ordnance disposal, underwater demolition and other programs calling for unique skills and capabilities.

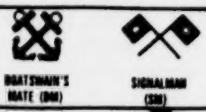
Special training is also necessary for submarine programs and for other programs designed for undersea operations. These include certain highly specialized electronics and communications programs, as well as certain technical programs in the machinery field. These operations require additional schooling and on-the-job training in order to build sufficient competency in ratings.

To help you recognize the various insignias, a Navy Rating Specialty Marks Chart follows.

NAVY RATING SPECIALTY MARKS BY OCCUPATIONAL FIELD

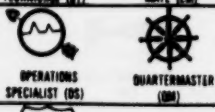
MPCON, Fleet Force Master Chief—One inch gold star; one ray down. Command Master Chief—One inch silver star; one ray down.

GENERAL SEAMANSHIP



MARINE ENGINEERING

SHIP OPERATIONS



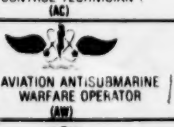
MASTER-AT-ARMS

SHIP MAINTENANCE

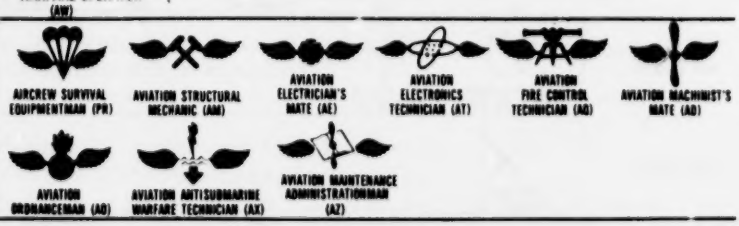
AVIATION GROUND SUPPORT

AIR TRAFFIC CONTROL

AVIATION ASW OPERATIONS



AVIATION MAINTENANCE/WEAPONS

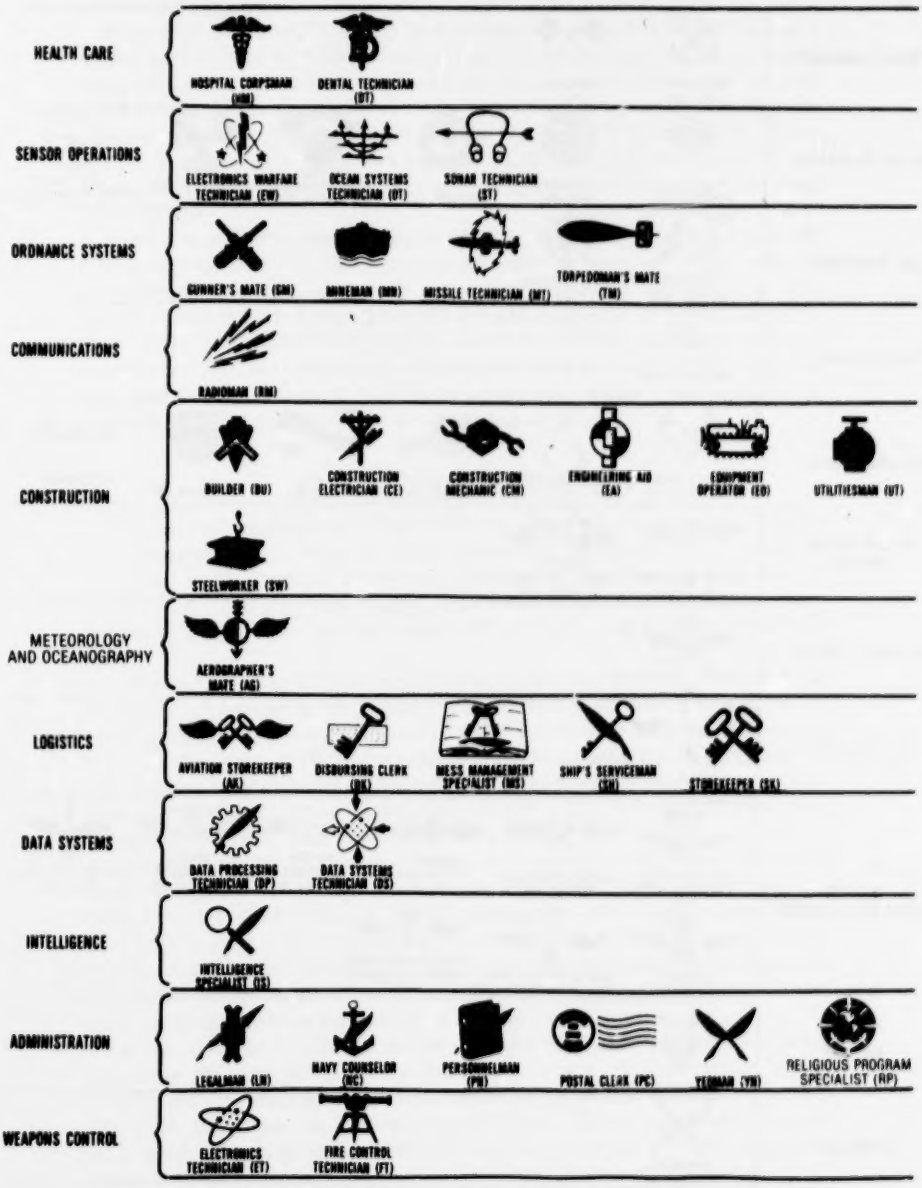

AIRCREW SURVIVAL EQUIPMENTMAN (PR)
AVIATION STRUCTURAL MECHANIC (AM)
AVIATION ELECTRICIAN'S MATE (AE)
AVIATION ELECTRONICS TECHNICIAN (AT)
AVIATION FIRE CONTROL TECHNICIAN (AQ)
AVIATION MACHINIST'S MATE (AD)
AVIATION ORDNANCEMAN (AO)
AVIATION ANTISUBMARINE WARFARE TECHNICIAN (AX)
AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)

MUSICIAN

CRYPTOLOGY

MEDIA

NAVY RATING SPECIALTY MARKS BY OCCUPATIONAL FIELD



ENLISTED ADVANCEMENT

The best qualified personnel in any rating are advanced as needed to fill vacancies. The law of supply and demand governs advancement opportunities in specific ratings. Advancement will be slower and competition stronger in ratings where supply exceeds demand, and the Navy encourages those in over manned ratings to consider lateral conversion to under manned ratings where advancement is faster.

As in other occupations, knowledge and proven performance are the basis for advancement in the Navy. To advance, personnel must:

a) be recommended by the commanding officer;
b) complete all the required personnel advancement requirements (PARs);
c) complete the required Navy training courses (military and professional);
d) complete performance tests, if required;
e) successfully complete service schools if required for a particular pay grade or rating;
f) fulfill service requirements, both time in service and time in pay grade;
g) meet security requirements; and
h) be in proper path of advancement.

Only those who have passed the most recent Navywide advancement examination in a specific rating are considered for advancement in that rating. Advancement after passsing the examination depends largely upon both the actual and forecast number of vacancies in the rating and pay grade, as well as (on the maximum number of additional petty officers then authorized) the enlisted strength the Navy can support.

Advancement also depends on a member's final multiple score standing. This multiple for paygrades E-4—E-6 is composed of credit given for examination score, performance factor, total actual sevice, service in pay grade and military awards. At pay grade E-7, the final multiple is composed only of the performance factor and examination score. A final multiple cut-off score, largely determined by available vacancies, is developed for each rating and each pay grade. Achieving a final multiple above the cut insures advancement for pay grades E-4—E-6 and selection board eligibility for E-7 candidates. Successful candidates for pay grades E-7, E-8 and E-9 are chosen by selection boards that meet annually.

Minimum service requirements for advancements in rate or rating are as follows:

PAYGRADE	SERVICE REQUIREMENTS
* E-1 to E-2	Six months in paygrade E-1.
* E-2 to E-3	Six months in paygrade E-2.
E-3 to E-4	Nine months in paygrade E-3.
E-4 to E-5	Twelve months in paygrade E-4.
E-5 to E-6	Thirty-six months in paygrade E-5.
E-6 to E-7	Thirty-six months in paygrade E-6.
E-7 to E-8	Thirty-six months in paygrade E-7.
E-8 to E-9	Thirty-six months in paygrade E-8.

* The time in grade requirements specified for advancement from E-1 to E-2 and E-2 to E-3 are not applicable for personnel enlisted in advanced paygrade; e.g., advanced electronics/nuclear field or those programs which provide for accelerated advancement.

FLEET, FORCE AND COMMAND MASTER CHIEF PETTY OFFICERS (FMC or CMC)

Fleet, Force and Command Master Chiefs have proven to be valuable assets in stimulating better communications at all levels of command throughout the Navy Department, strengthening the chain of command and fostering a better understanding of needs and viewpoints of enlisted members and their families.

Fleet, Force and Command Master Chiefs function as their respective commander/commanding officer's principal enlisted advisor in formulation and implementation of policies concerning morale, welfare, job satisfaction, discipline, utilization and training of Navy's men and women. In the discharge of these duties, Fleet, Force and Command Master Chiefs report directly to the commander/commanding officer, working with the internal chain of command as directly by the commander/commanding officer.

THE MASTER CHIEF PETTY OFFICER OF THE NAVY (MCPON)

The Master Chief Petty Officer of the Navy, assigned to the immediate staff of the Chief of Naval Operations, serves as the senior enlisted representative of the Navy and acts as the primary enlisted advisor to the Chief of Naval Operations as (OP-OOA) and the Deputy Chief of Naval Operations (Manpower, Personnel & Training)/Chief of Naval Personnel as (OP-01D), in all matters pertaining to active duty, reserve, retired enlisted members and their dependents. He serves in an advisory capacity on various boards pertaining to enlisted members.

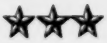
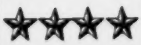
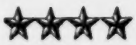
The MCPON, when called upon, testifies before congressional committees and sub-committees and, on occasion, accompanies the Chief of Naval Operations on official trips. The MCPON also serves as the Navy enlisted representative of the Department of the Navy at special events, celebrations and ceremonies, and travels extensively throughout the fleet.

The MCPON is responsible for recommendations applicable to the development of effective leadership and training at all enlisted levels and to the attainment of high standards of conduct and general appearance within the enlisted community. The MCPON acts at all times to maintain and promote the chain of command and its associated chain of communications. Further, the MCPON is concerned with existing or potential situations, procedures and practices which affect the utilization, morale, retention, career enhancement, organizational effectiveness programs and general well-being of the enlisted men and women of the Navy and their dependents.

Correspondence may be directed to the Master Chief Petty Officer of the Navy at: (OP-01D), Navy Annex, Room 1046, Washington, D.C. 20370.

NAVY	MARINES	ARMY	AIR FORCE	
MASTER CHIEF P.O.	SGT. MAJOR — MASTER GUNNERY SGT.	STAFF SGT. MAJOR — COMMAND SGT. MAJOR — SPEC. 9	CHIEF MASTER SGT. — CHIEF MASTER SGT. OF THE AF	E-9
SENIOR CHIEF P.O.	1ST SGT. — MASTER SGT.	1ST SGT. — MASTER SGT. — SPEC. 8	SENIOR MASTER SGT.	E-8
CHIEF P.O.	GUNNERY SGT.	SGT. 1ST CLASS — SPEC. 7	MASTER SGT.	E-7
P.O. 1ST CLASS	STAFF SGT.	STAFF SGT. — SPEC. 6	TECHNICAL SGT.	E-6
P.O. 2ND CLASS	SGT.	SGT. — SPEC. 5	STAFF SGT.	E-5
P.O. 3RD CLASS	CORPORAL	CORPORAL — SPEC. 4	SGT.	E-4
SEAMAN	LANCE CORPORAL	PRIVATE 1ST CLASS	AIRMAN 1ST CLASS	E-3
SEAMAN APPRENTICE	PRIVATE 1ST CLASS	PRIVATE	AIRMAN	E-2
SEAMAN RECRUIT	PRIVATE	PRIVATE	BASIC AIRMAN	E-1

NAVY	MARINE CORPS	COAST GUARD	ARMY	AIR FORCE
W-2 CHIEF WARRANT OFFICER	GOLD SCARLET GOLD SCARLET W-1 W-2 WARRANT OFFICER CHIEF WARRANT OFFICER	W-1 W-2 WARRANT OFFICER CHIEF WARRANT OFFICER	SILVER BLACK SILVER BLACK WO-1 CW-2 WARRANT OFFICER CHIEF WARRANT OFFICER	GOLD SKY BLUE GOLD SKY BLUE W-1 W-2 WARRANT OFFICER CHIEF WARRANT OFFICER
W-3 CHIEF WARRANT OFFICER W 4 CHIEF WARRANT OFFICER	SILVER SCARLET SILVER SCARLET W-3 W-4 CHIEF WARRANT OFFICER CHIEF WARRANT OFFICER	W-3 W-4 CHIEF WARRANT OFFICER CHIEF WARRANT OFFICER	SILVER BLACK SILVER BLACK CW-3 CW-4 CHIEF WARRANT OFFICER CHIEF WARRANT OFFICER	SILVER SKY BLUE SILVER SKY BLUE W-3 W-4 CHIEF WARRANT OFFICER CHIEF WARRANT OFFICER
ENSIGN	(GOLD) SECOND LIEUTENANT	ENSIGN	(GOLD) SECOND LIEUTENANT	(GOLD) SECOND LIEUTENANT
LIEUTENANT JUNIOR GRADE	(SILVER) FIRST LIEUTENANT	LIEUTENANT JUNIOR GRADE	(SILVER) FIRST LIEUTENANT	(SILVER) FIRST LIEUTENANT
LIEUTENANT	(SILVER) CAPTAIN	LIEUTENANT	(SILVER) CAPTAIN	(SILVER) CAPTAIN
LIEUTENANT COMMANDER	(GOLD) MAJOR	LIEUTENANT COMMANDER	(GOLD) MAJOR	(GOLD) MAJOR
COMMANDER	(SILVER) LIEUTENANT COLONEL	COMMANDER	(SILVER) LIEUTENANT COLONEL	(SILVER) LIEUTENANT COLONEL

NAVY	MARINE CORPS	COAST GUARD	ARMY	AIR FORCE
CAPTAIN	COLONEL	CAPTAIN	COLONEL	COLONEL
REAR ADMIRAL LOWER HALF	BRIGADIER GENERAL	COMMODORE	BRIGADIER GENERAL	BRIGADIER GENERAL
REAR ADMIRAL UPPER HALF	MAJOR GENERAL	REAR ADMIRAL	MAJOR GENERAL	MAJOR GENERAL
VICE ADMIRAL	LIEUTENANT GENERAL	VICE ADMIRAL	LIEUTENANT GENERAL	 LIEUTENANT GENERAL
ADMIRAL	GENERAL	ADMIRAL	 GENERAL	 GENERAL
FLEET ADMIRAL	NONE	NONE	GENERAL OF THE ARMY	GENERAL OF THE AIR FORCE
NONE	NONE	NONE	AS PRESCRIBED BY INCUMBENT GENERAL OF THE ARMIES	NONE

OFFICER PROMOTION AND SELECTION

Promotions: Promotion zones, selection boards and promotion lists can become top priority interests for Navy households as well as for naval officers at various times in a career. How are promotions determined?

The legal and administrative steps in officer promotions, beginning with the establishment of an officer's eligibility for consideration and ending when a promotion to the next higher grade actually is effected, may be described as a cycle. Within this cycle are three major elements: eligibility, selection and promotion. Each is controlled by various laws, regulations and administrative procedures.

Like any large operating organization, the structure of the officer corps of the Navy forms a pyramid which rises from a broad base of junior officers, through a relatively few flag officers to the Chief of Naval Operations. If there is to be a realistic flow of promotion up this pyramid, all who enter at the bottom cannot reach the top. Each officer does, however, have the same promotion opportunity as his/her contemporaries. Promotion opportunity is the product of three factors:

a) **authorized strength,** which is the number of officers of a particular category specified for a grade or combination of grades;
b) **promotion flow point,** which is the number of years of commissioned service at which most officers would be promoted to the next higher grade; and
c) **promotion percentage,** which represents the number of officers in the promotion zone to be selected.

These three factors are interrelated and cannot be separated from each other. A change in one will force a change in a least one of the others.

The Defense Officer Personnel Management Act (DOPMA), which became effective in 1981, required the establishment of individual communities or competitive categories for promotion plans. With the goal of equalizing treatment of male and female commissioned officers, separate selection boards for male and female officers of the same competitive categories are no longer convened.

At least once a year, after Congressional approval of officer end strength, DOPMA accountable officers in the grades of Ensign to Captain are determined using the DOPMA grade ceiling tables and authorized total end strength. From those total numbers, the Secretary of the Navy approves a specific number of unrestricted line officers by grade. Vacancies by grade occur whenever the actual number of officers in a grade falls below the authorized strength. From these authorized numbers, known and expected vacancies are measured. The determination of the number that may be promoted each year to fill such vacancies is made by the Secretary of the Navy. The total of all competitive categories may not exceed the DOPMA accountable ceilings at the end of the fiscal year.

The second factor, promotion flow point, refers to completed years of commissioned service. At present, officers in the promotion zone will have the following average number of years active commissioned service at time of promotion:

Grade	*Promotion Flow Point*
LTJG	2 years
LT	4 years
LCDR	9-11 years
CDR	15-17 years
CAPT	21-23 years

The third promotion opportunity factor, promotion percentage, is determined by dividing the number of officers authorized to be selected by the total number of officers in the promotion zone. Actually the starting point is the desired percentage. For example, if 140 elections are authorized and a 70 percent promotion percentage is desired, zone size must include 200 eligibles.

Selection boards, composed of senior officers of experience, maturity and varied backgrounds, are convened by the Secretary of the Navy each fiscal year to select officers to grades above LTJG. They subscribe to an oath to consider all officers without partiality and to recommend for promotion a number of officers *not to exceed* those provided for in the precept. The precept provides that the proceedings shall be confidential and confined within the board room. This avoids external pressure. The selection board is required to submit its findings and recommendations but not the reasons for its decisions.

Consider now a typical selection board. As in the previous example, suppose that the promotion plan as structured calls for considering a zone of 200 most senior lieutenant commanders who have not been previously considered for promotion to commander. Of this total, it has been determined that only 140 selectees are needed to fill vacancies in the next higher grade. The board proceeds to evaluate each officer's record, considering the breadth of professional background, the responsibilities carried and the fitness report marks received for the performance of varied duties.

The Navy's standards for the original commissioning of an officer are high. Most of the eligible candidates in our example would probably have "good" to "outstanding" records and would be qualified for promotion through the grade of commander; however, there are simply not enough authorized numbers to permit all "qualified" officers to be selected. Some qualified officers will not be selected. Many fine officers who are well suited for promotions are not selected due to promotion quota constraints. Many officers who have not been selected for promotion to the next higher paygrade are excellent officers possessing technical backgrounds qualifying them for important and demanding jobs throughout the spectrum of sea, shore and overseas billets. The Navy cannot afford to relegate these officers to jobs which do not tax their capabilities. Non-selection alone cannot and must not be considered a reason for disqualification for assignment of tasks which require ingenuity, ability and experience. Failure to exploit to the fullest the talents of these officers will adversely affect the naval service and erode our ability to accomplish assigned missions.

While no record of the board's deliberations is retained, records of the eligibility lists are retained. These lists are scrupulously checked and rechecked in every possible way to avoid factual errors. The fact that records of deliberations are not retained is also in the interest of those individuals

not selected in that nothing enters their record indicating why they were not recommended for promotion.

The selection board report for promotion to captain and below is approved by the Secretary of the Navy. The President approves flag officer selections. The names of officers selected are announced by ALNAV, and those selected are placed on a promotion list for each competitive category in order of senority. Promotions are effected when needs (vacancies) arise, usually during the fiscal year following the year selected. An ALNAV announces the officers date of rank and establishes the date for pay, allowances and obligations.

WARRANT OFFICERS

Chief warrant officers have advanced through the enlisted ranks in various technical specialties and probably possess the most detailed practical knowledge of the modern Navy. Chief petty officers (paygrade E7 to E9) may apply under the warrant officer program. There is no age requirement. Applicants must have completed at least 12 but no more than 24 years of naval service. Appointments are made to the permanent grade of Chief Warrant Officer (W-2). E9's with two years in grade may apply for appointment to Chief Warrant Officer (W-3). If the appointment is accepted, the officer must agree to remain on active duty for three years.

CWO2 (Permanent)

3 years to temporary CWO3
6 years to permanent CWO3

CWO3

3 years to temporary CWO4
6 years to permanent CWO4

CWSO4

LIMITED DUTY OFFICER (LDO) PROGRAM

The LDO program is open to chief warrant officers with more than two years of service as warrants and to enlisted personnel in paygrades E6 through E8. Enlisted applicants must have completed at least eight but not more than 16 years of active naval service. E6's must compete in the E7 examination and be designated as LDO selection board eligible. Warrant applicants are appointed to the temporary grade of lieutenant (junior grade). All enlisted applicants are appointed temporary ensigns. If you accept the appointment, you must agree to remain on active duty for three years.

III. Sea Duty and the Navy Family

DEPLOYMENTS

Deployments are necessary to attain maximum readiness and to maintain our fleet at the highest standards possible. Understanding the mission and being aware of the purpose of deployments does not ensure that the Navy spouse will share the servicemember's enthusiasm for and dedication to "going to sea," but hopefully he or she can accept the Navy occupation with its own demands and, during a deployment, make constructive use of the separation time.

Prior to an extended deployment from home port, Navy spouses may be given copies of the ship's operating schedules—said by some to be authorized by Hans Christian Andersen or Brothers Grimm. Operational needs may change, but usually plans can be made according to the schedule. Familygrams from the ship's Commanding Officer help keep families informed about their ship's activities and operating schedules.

During periods of separation, keeping busy is the best antidote for loneliness. Those spouses with young ones may have no problems doing this. Even so, getting involved in new and varied activities can provide exciting outlets for your time and energy. Deployments may well provide the opportunity to do all those things you have been postponing—getting a job, enrolling in classes, doing volunteer work, working on hobbies or becoming involved in Navy spouse activities or community affairs. This guide contains suggestions and resources for a number of educational, social and community endeavors.

There are still many matters of business that can be settled before the ship departs which will pave a smoother road for the Navy spouse left behind. These include:

- **Allotment registration**—By registering for an allotment in advance, a Navy member can be certain his/her spouse will receive a check for household operations at a regular time each month.
- **Navy assistance**—A Navy spouse should find out what assistance is available, if needed. This could include the Family Service Center, Navy Relief Society, American Red Cross, legal assistance officer and chaplain.
- **Navy facilities**—If a newcomer to the home port, a Navy spouse should find out about commissary and exchange stores, medical facilities, spouses' clubs and recreational facilities in the area.
- **Personal affairs record**—A complete record of a Navy member's insurance policies, tax returns, property ownership, etc., can save much time when facts are needed. Forms are found in the Financial and Personal Affairs booklet, published by the Navy Wifeline Association (see page 60.)
- **Identification card**—An ID card is necessary to participate in almost all Navy activities. The card should be renewed if it will expire while the ship is away.
- **Power of attorney**—This document will permit a Navy spouse to transact routine business in the servicemember's name. The power may be given to a trusted friend for the same purpose.
- **Important papers**—These include wills, marriage certificates, etc. Before the ship leaves, a Navy spouse should have them in a safe, accessible place.
- **Household finances**—Unless a Navy spouse has always been house treasurer, he or she should make a list of fixed expenses (utilities, telephone, etc.) and plan a general budget to cover other expenses. A checking account could be considered as a handy way of paying bills and keeping a record of expenses.
- **Household maintenance**—A house may have a faulty furnace, leaking pipes, silent washing machine or short circuit. A fine farewell item from a Navy member to his or her spouse would be a list of repairpersons and advice on how to fix minor problems.
- **Automobile maintenance**—Another fine farewell gift would be a car checked and passed in inspection, along with the name of a recommended repair garage, if needed. Car insurance and registration should also be checked to see that they will remain valid until the ship returns. Make a list of upkeep to be done on the car (change oil, etc.).

More helpful guidelines and hints are found in "Financial and Personal Affairs," a booklet published by The Navy Wifeline Association.

Sometimes the nature of the servicemember's work will mean that you will not know what he or she is doing or where he or she is going for a while. He or she may not be able to discuss things with you or answer certain questions. In the course of work a servicemember may come in contact with many operations, papers and types of equipment which are "classified." Only the people who have a "need to know" are given information about them. As basic rules: Don't press your spouse for details of his or her job, don't gossip about the ship's schedule or squadron activities and do develop the habit of saying "I don't know" if you are asked unnecessary questions about the ship or servicemember's job.

MAIL

Mail is the greatest morale factor during deployment. Let your spouse know what is going on at home. If you have agreed on how often you are going to write, try to abide by that agreement and avoid any unnecessary worrying for both of you. The mailing address of the ship remains the same regardless of the port of call or ship's movement. The correct address format for ships on the east and west coasts is shown below:

Name and Rate/Rank
USS (Ship's Name and Hull Number) or Squadron Number
FPO New York *or*
FPO San Francisco *or*
FPO Seattle *or*
FPO Miami
Add appropriate Zip Codes (check your local post office, some ships and squadrons have their own zip code)

All mail goes by air from the city of origin to New York, San Francisco, Seattle or Miami and then by air to the ship. Normal transit is about ten days. The only difference between airmail and first class is the cost and priority of handling.

Third and fourth class (parcel post) mail are dispatched by truck or rail from the city of origin to the FPO and then by air or surface ship to the destination. Fourth class (parcel post) mail weighing less than five pounds will be airlifted on a space available basis. For all parcels under 15 pounds, use parcel post with the endorsement "SAM" on the package. This insures that the package will be flown on a space available basis. For packages between 15 and 30 pounds (length and girth not exceeding 60 inches) you may pay a $1.00 fee plus parcel post rate. PAL can be used only with packages being sent to APO or FPO addresses. The transportation time changes from port to port. Rates are subject to change.

Packages should be well wrapped and the contents in a sturdy container. It may be the thought that counts but a crushed box of cake crumbs is a big disappointment. Allow plenty of time for delivery. Insure valuables. Special services such as Special Delivery and Special Handling should not be used because once parcels reach FPO they are not accorded these services. There is no C.O.D. service to any military post office.

Mail returning to the States from a ship depends on the ship's operations. Frequently mail simply cannot get off the ship. However, mail usually will be received in about seven to ten days.

TELEGRAMS (Class "EASY" Messages)

You may contact your servicemember with an important message via Western Union by sending a telegram to:

Name, Rate/Rank
Ship and Hull Number or Squadron Number
c/o Naval Communications Station
Washington, D.C.

The following guidelines will aid you in sending a telegram:

1. An emergency is not required.
2. A regular telegram (15 words) or night letter (50 words) may be sent.
3. The Naval Communications Station sends the telegram to the ship.
4. The only cost to you will be the regular Western Union rate from the place it was sent to Washington, D.C.

EMERGENCY COMMUNICATIONS

Contact your nearest American Red Cross office for emergency assistance in communicating with your spouse.

GETTING INVOLVED

Now that everything is running smoothly and the transition has been made, you have time to seek out new worthwhile, productive endeavors. As stated earlier, the best remedy for loneliness is activity. By taking advantage of the vast number of community, military, educational, cultural and social opportunities listed in this guide, you will not only discover new channels for your energy, but you will also have interesting items to include in your letters to your servicemember. So, get in touch with yourself and your community and make new friends!

IV. Moving, an Integral Part of Navy Life

MOVING, SHIPPING AND TRAVEL

Facts on moving, shipping and transportation are extensive and specific. A copy of "It's Your Move," which gives complete information, is available at the Household Goods Shipping Office. It covers almost all the questions you may have on moving. Read this carefully and thoroughly so you will be well prepared for your move, particularly if you are going overseas. See the following section on overseas tours. Shipment of cars and pets, preparation of appliances for shipping, weight allowances, etc. are all covered.

Your whole family will be in a happier frame of mind if you can set the pace by being as unruffled as possible. And, of course, the reason for your calm will be because you are as well prepared as you can be in advance. Don't leave your errands and repair jobs until the last frantic minute. A personal inventory of your possessions may be very helpful, particularly if there is loss or damage to your shipment. Photographs of the furnishings of the house, clothes and valuables provide a quick inventory. Just be sure you keep them out of the household goods shipment if they are your main inventory. If damage should occur, a quick photograph of the damage will help with the filing of claims.

This is a good time for a major overhaul of clothing and furnishings. Send usable things your family has outgrown or no longer needs to the Navy Relief Thrift Shop, The Salvation Army, Goodwill Industries or other similar organizations. Leave most things, particularly all fragile and bulky items, for the packers. Boxes marked PBO (packed by owner) can present a problem in damage claims.

Set aside "hold" baggage or air freight in a room where the packers will not be working. Do the same with your "express shipment" which should include only necessities such as the baby's crib. You have all heard of carefully packed garbage arriving a wee bit aromatic. Packers go so fast it really is important to organize as much as you can. Again, your mover may have a system he prefers, so if possible check with an agent or the Household Goods Shipping Office.

Be sure to follow directions in the pamphlet concerning preparation of appliances. You don't want to grow mold in your refrigerator!

Reserving limited supplies of bedding, towels, coffee pot, cooking utensils and, at least, a plate, fork and glass for each family member to be packed and loaded last in a clearly marked box—Survival Kit—will help eliminate the chaos of moving in.

If you have a little one who is feeling unsettled, it is a good idea to pack something familiar to have on arrival. You may be spending time in a motel or hotel while house hunting. Remember particularly that you will be doubly important to him as probably the most familiar of his belongings. His feeling of security is the most important reason for a "keep smiling" motto.

The way you furnish your house or apartment can make a difference in your shift from one place to another. This may not benefit you in your planning for packing and moving days but may make settling into your new home much easier. As you add furnishings to your household, try to purchase things which are versatile. Chests of drawers can be used in dining rooms, hallways and living rooms as well as bedrooms. Some garden furniture can make a happy transition from dining room to patio and vice versa. Don't forget bunk beds which can be separated when rooms are large and doubled up when space is at a premium.

A portable crib is a superb item to have for trips, small apartments or as a permanent piece for your littlest one. Actually, ideas here are unlimited and you will find many of your own. Your friends will also give you some good pointers if you ask. Flexibility in the way you furnish your home may make a move from one place to another far less exasperating.

In many locales you will find hospitality kits, containing necessities for housekeeping, available for moving in and out of an area. Be sure to call the base Family Service Center or Personal Services Center.

Travel: We mention travel only briefly as there are so many ways of getting places, and each family has its own ideas on how to make that cross-county trip. But whether your trip is overseas or within the same state, we offer a few more pointers to add to those you'll think of yourself or get from other Navy spouses.

Even for the shortest distance, youngsters like to have some treasures near at hand. You may find it practical to provide a small wicker basket, flight bag or school book bag (even a paper bag would do) to hold cards, paper, pencils and crayons. If your children are infants, you can purchase a supply of small inexpensive toys to be doled out at moments when you are at your wit's end.

Pack your purse in your suitcase and carry a satchel, attache case or a small suitcase for yourself in which you can keep the supply of tissues, extra pencils, diapers, bibs for the baby, toothbrushes and washclothes as well as your own cosmetics for freshening up. You may find this method far easier than having to juggle a purse, diaper bag and a sackful of other essentials.

OVERSEAS TOURS

Duty in a foreign country will provide you with many opportunities to broaden your life. It can be a rewarding experience but, like anything else, depends on how much you yourself put into it.

The Navy does not have a great many overseas billets compared to the number of billets on ships and at U.S. shore stations. There are over 90,000 personnel and family members stationed overseas, and perhaps you will be one of the fortunate ones who gets to go.

There is one thing that is predictable about going overseas—it is going to be different. Be prepared to have everything take on new color and meaning. Keeping an open mind can make all the difference in an overseas assignment.

The Navy makes many resources available to you to help make your overseas tour a wonderful and rewarding experience. Plan ahead and use these resources. You will never have enough information about the place to which you are going. The more you know, the better prepared you will be

and the fewer problems that will develop while you are transferring. Your first call should be to Overseas Transfer Information Service (OTIS) at AUTOVON 224-8392/3 or (202) 694-8392/3 collect, Monday through Friday, between 8 a.m. and 4:30 p.m., Washington, D.C. time. Other sources for information are the Armed Forces Hostess Association AUTOVON 227-6857 or (202) 697-3180 (refer to page 51) and your local Family Service Center (FSC) (refer to page 45). The Center may have various predeparture orientation activities such as workshops and networks to put you in touch with someone who just returned from where you are going.

THE NAVY SPONSOR PROGRAM

When your overseas orders are affirmed, the receiving command should assign you a sponsor. If you do not hear from someone in a reasonable amount of time, you can submit a sponsor request form (NAVPERS 1330/2) through your present command. Take advantage of the space for specific questions included on the form. Any request you make in advance gives your new command a head start in supplying any special information you may need. Use your sponsor as a resource.

WELCOME ABOARD PACKAGES

These packages are available for all overseas duty stations. They contain information on base and local community housing, temporary lodging, climate, base and civilian community services, schooling, what you should bring with you, what you should leave at home and a general description of facilities and life in the area. Information and a Welcome Aboard Package can be obtained by writing to your new duty station requesting the information. Many continental U.S. (CONUS) commands have Family Service Centers or other offices which maintain a reference library of both overseas and CONUS welcome aboard packages. If you will be going overseas to an Army, Air Force, Marine Corps or other government activity, write that activity for their information brochure.

THE OVERSEAS LIVING CONDITIONS REPORT

NAVMILPERSCOMINST 1720.1A provides information concerning individual major naval overseas shore installations. Usually these reports give you basic information about schools, climate, recreation, shopping facilities, housing availability, policies and any special information thought to be useful. The installations covered by this instruction include: Adak, Argentina, Antigua, Atsugi, Augsburg, Bahrain, Bangkok, Bermuda, Brawdy, Chinhae, Christchurch, Clark Air Base, Diego Garcia, Edzell, Guantanamo Bay, Harold E. Holt, Holy Loch, Iwakuni, Keflavic, Lajes, La Maddalena, Lima, Lisbon, London, Machrihanish, Madrid, Marianas, Midway Island, Mildenhall, Misawa, Naples/Gaeta, Nea Makri, Okinawa, Panama, Pearl Harbor, Pyongtaek, Roosevelt Roads, Rota, San Miguel, San Vito, Sasebo, Seaul, Sigonella, Sinop, Souda Bay, St. Mawgan, Subic Bay, Thurso, Vaihingen, and Yokosuka. A copy of this instruction should be available through your local Personnel Support Detachment (PSD).

"OVERSEASMANSHIP"

This booklet which helps prepare you for a tour of duty overseas is available from OTIS and The Navy Wifeline Association. Please refer to page 60.

TRANSPORTATION

The Military Airlift Command (MAC) plays a large part in transporting

military dependents. Normally, they charter commercial aircraft which offer all the amenities of the scheduled commercial air carriers such as movies and beverage service. If MAC is not available, scheduled commercial air service will be procured. The servicemember is responsible for making sure that all travel arrangements for his or her family are in order through the local PSD.

LIVING IN A FOREIGN COUNTRY

Once you have arrived at your new overseas duty station, the Navy's Overseas Duty Support Program runs orientation programs available at all overseas Family Service Centers. These programs provide Navy personnel and their families the information necessary to live and work effectively in a foreign environment.

If at all possible, learn a little of the language of the country where you now live. Many bases have language courses or similar study programs. Your enjoyment of the country will be increased tenfold if you take advantage of them. By all means do some reading about the country, its history and people. While stationed there, continue your interest by sightseeing, shopping and visiting. Try not to confine yourself to base activities alone.

Most overseas bases have fine recreation departments and active spouse clubs. In some cases, travel agents will have tours available to you so that you may see the country you are in (and many others) at reasonable prices.

Your overseas tour can be a wonderful opportunity to make new friends. You will gain an education not available in textbooks!

V. Assistance for Navy Families

PRIDE, PROFESSIONALISM and PERSONAL EXCELLENCE

The Pride, Professionalism and Personal Excellence Department is the system adopted by the Navy to achieve optimum utilization of our most precious and unexpendable resource—people; and through this, increased unit readiness. There are many areas which fall under the umbrella of Pride, Professionalism and Personal Excellence.

VOLUNTARY EDUCATION

Haven't finished high school? Thinking about learning a new vocation or going to college after being out of school for a few years? Perhaps you have a son or daughter who will be attending college next year and needs some financial assistance...

In response to this interest, the Navy maintains a variety of voluntary education programs designed to meet these needs—collectively entitled NAVY CAMPUS. Through Navy Campus, active duty personnel and their dependents (space permitting) can pursue and complete any level of education, beginning with the requirements for a high school diploma and culminating with accomplishment of a college degree.

The Navy Campus Education Specialist at your nearest naval installation can provide detailed information on any component program of Navy Campus, from Tuition Assistance for those personnel desiring to further their postsecondary education, to the Program for Afloat College Education for those personnel assigned to sea-duty. The Education Specialist also has a library of school catalogs, local course schedules and registration information, and after an extensive "one on one" counseling session, the education Specialist can advise the member as to how the Navy can best meet his or her educational needs.

PERSONAL EXCELLENCE PARTNERSHIPS

Personal Excellence is a Navy program designed to foster excellence in education, health, fitness and citizenship among Navy personnel and young Americans. The program is divided into two components. The internal component focuses on our Navy people by providing a variety of incentives and programs designed to support continuing education, health, physical readiness and traditional Sea Service values. Navy's external efforts are aimed at the youth population via Personal Excellence Partnerships. These partnerships are volunteer cooperatives among Navy commands, schools and other public/private sector organizations. Their primaty goal is to assist in preparing young people for their future in the workforce and in society. Navy partnerships are unique in their focus on the whole person—education, health/fitness and citizenship—increasing his/her potential for personal excellence. Typical partnerships include "Adopt-a-School" arrangements in which Navy volunteers assist in everything from fitness fairs to teaching computer labs. Another common partnership program is "Saturday Scholars" in which sailors tutor elementary school students in math and reading on Saturday mornings. Such partnerships, along with the internal Navy efforts, can help chart a course toward personal excellence for all Americans.

EQUAL OPPORTUNITY

Equal Opportunity efforts stress the chain of command as the way to ensure that all Navy men and women enjoy full access to their rights and benefits and that their achievements are limited only by ability. Each Commanding Officer is responsible for training all hands in "Navy Rights and Responsibilities," periodically assessing the equal opportunity climate and providing for resolution of grievances.

LEADERSHIP AND MANAGEMENT TRAINING

Leadership and Management Education and Training (LMET) involves teaching personnel specific leadership and management competencies which are characteristic of superior performers in the Navy. Additionally, we continue to reinforce our Navy values and ethical standards of performance by specialized training and public affairs activities which reflect our long history of tradition, professionalism and integrity.

COUNSELING AND ASSISTANCE CENTERS

How do you know if someone in your family needs help with a drug or alcohol problem? If you are concerned that a member in your family may have such a problem, the Navy's Counseling and Assistance Centers

(CAACS) will provide you with confidential help in determining whether or not someone in your family needs assistance.

Alcholism is a *family* illness. Everyone in the family suffers, not just the alcoholic. How can a family help? They can take steps to improve their own wellbeing and motivate the alcoholic to want to stop drinking...the first step to recovery. Face the truth—the sooner the better—so that treatment won't be delayed. Don't try to "protect" the family...even very young children can sense the problem. It's hard to admit that a loved one is an alcoholic and even harder to help that person want to get well! But prompt action can save a family before its too late.

Assistance is available for individuals with drug and alcohol problems who either seek treatment on their own or are referred by another individual or an agency. CAACs provide initial screening for dependency and outpatient counseling for those who are drug or alcohol abusers. Confidentiality is an important element of every CAACs operation—families should feel confident that their particular drug or alcohol situation will be handled with discretion and sensitivity.

In addition to the evaluation and counseling services for military personnel, the CAACs will, workload permitting, provide education information on drug and alcool abuse prevention. This service is available to youth groups, concerned parents, clubs and organizations and individuals wanting to know more about the effects of drug and alcohol abuse and its prevention.

A 24-hour HELP line has been instituted at many Counseling and Assistance Centers to assist personnel and their families experiencing drug or alcohol problems. Your base operator can provide you with the CAACs telephone number.

Many CAACs provide meeting space for such groups as Overeaters Anonymous (OA), Alcoholics Anonymous (AA), Al-Anon (for family members of alcoholics), Alateen (for children of alcoholics), American Cancer Society's Stop-smoking program and other groups. Contact the CAAC for more information concerning these meetings.

Remember...if someone in your family has a drug or alcohol problem, ACT PROMPTLY. Contact your nearest Navy Counseling and Assistance Center!

COMMUNITY AND PERSONAL SERVICES

- **Dependent Identification Cards**

The active duty servicemember can obtain Identification Cards for his/her spouse and dependents by requesting the command to provide a preverified DD form 1172. The spouse can then take the form to any Personnel Support Detachment (PSD) to have the ID card issued.

- **DEERS**

The Defense Enrollment Eligibility Reporting System, or DEERS as it is more commonly known, is a computerized database containing information on all active duty, retired, retired deceased members of the seven uniformed services and their family members or survivors. Eligibility for enroillment in DEERS and eligibility for a Uniformed Services Identification and Privilege Card or ID card go hand in hand. It is the responsibility of the military sponsor, active duty or retired, to ensure that all family members

are properly enrolled in DEERS, that all information is accurate and that any changes in relationship or address are promptly reported. Failure to inform the personnel office of the end of a relationship with a family member due to divorce, death or marriage to another person can result in prosecution by CHAMPUS for unauthorized use of medical facilities. Medical treatment through civilian or military medical facilities can be denied if the family members are not enrolled in DEERS and in possession of valid ID cards (ID cards are not authorized for children under ten; DEERS enrollment is sufficient).

Any questions regarding DEERS enrollment should be discussed with the nearest military ID card issuing office or the DEERS Telephone Assistance Center, Monterey, CA. Within the continental United States (except California) call 800-538-9552. In California, call 800-334-4162. For calls from Alaska or Hawaii dial 800-527-5602.

N-641 deals only with determination of eligibility for CHAMPUS. Information on CHAMPUS benefits and use of CHAMPUS as opposed to military medical facilities should be requested from the CHAMPUS office at the Naval Medical Command or CHAMPUS headquarters.

- **Retirement Counseling**

No discussion of Navy life would be complete without mention of retirement. Navy personnel may retire after twenty years of service with a retirement income for the rest of their lives. The Navy's retirement plan is considered one of the best there is.

In addition to retirement pay there are space available health benefits, use of commissaries and exchanges, recreation and club facilities, burial rights, and many, many more benefits.

The prospects of your spouse getting started in his/her second career upon retirement are excellent, with a little planning and forethought. All commands now offer pre-retirement counseling at which spouses are encouraged to attend.

- **Casualty Assistance Calls Program**

The Casualty Assistance Calls Program (CACP) was instituted to aid Navy families in the event of a Navy death. Security for the Navy family is provided for by the U.S. Government. The CACP helps the family receive benefits to which they are entitled.

In the event of a member's death, or if he or she is reported as missing or receives any injury in a combat zone requiring hospitalization; the Navy will detail a uniformed Navy member, designated as the Casualty Assistant Calls Officer (CACO), to personally notify the next of kin. Personal notification is effected regardless of where the casualty occurs.

If a Navy member dies while on leave or at home, his dependents should notify the commanding officer. If survivors cannot contact the commanding officer, they should notify the nearest naval activity, giving the name, rank or rate, service number, home address and any available details concerning the death.

The Casualty Assistance Calls Officer will assist the spouse of a deceased Navy member in any way possible including, but not limited to, arranging transportation, child care, funeral arrangements and submitting proper claims.

- **Survivor's Benefits**

If a Navy member dies while on active duty, his dependents would be entitled to the following benefits:

- Death Gratuity
- Unpaid Compensation (payable to designated beneficiary)
- Servicemen's Group Life Insurance if elected by the Navy member (payable to a designated beneficiary)
- Shipment of household effects from the last duty station to spouse's choice
- Government transportation to a place of spouse's choice
- Survivor Benefit Plan annuity (if the member was retirement eligible)
- Defrayment of funeral or memorial service expenses (as authorized)
- Medical care and commissary and exchange privileges (if member is survived by a spouse)
- Preference in federal employment (in some cases)
- Educational Benefits (Social Security and Veterans Administration)
- Headstone and Gravemarker (Veterans Administration)
- Dependency and Indemnity Compensation (if the member's death was service connected)
- Lump sum $255.00 burial expense payment (Social Security, providing member had sufficient wage credits)
- Transportation to and from the burial ceremonies
- 90 day housing allowance

The standards and criteria for determining whether death is service connected are those applicable under the laws administered by the Veterans Administration.

Other organizations available for advice and assistance include: The Fleet Reserve Association, Navy Relief Society, American Red Cross, Navy Mutual Aid Association, American Legion, Veterans of Foreign Wars, Disabled American Veterans, Regular Veteran's Association, the Retired Officer's Association, Naval Enlisted Reserve Association, Master Petty Officer of the Navy, Military Widows Association and National Military Family Association.

MORALE, WELFARE AND RECREATION

Whether you enjoy spending your leisure time windsurfing, working with your hands or gourmet dining, Navy Morale, Welfare and Recreation (MWR) has a program to fill your needs. Navy personnel and their families can participate in many fun and enriching activities offered through recreation and club programs, from trips and tours to computer programming to Octoberfest. Recreation and club programs are continually assessed to ensure that your changing leisure needs are met.

Navy clubs provide quality dining in a relaxed atmosphere to foster camaraderie and friendship among Navy families and servicemembers. The clubs serve well-planned menus based on patrons' desires including healthy cuisine alternatives. Theme nights and events are some of the entertainment programs offered at the clubs. Many clubs provide delivery and take-out service as well as private party and off-premise catering services to their patrons.

You don't have to be an accomplished sportsman or sportswoman to experience exciting activities such as white water rafting or canoeing.

Instruction in just about any recreational skill is available thorugh local Navy recreation programs.

Navy families can "get away from it all" with outdoor activities such as camping, hiking or picnicking. Navy reecreation programs also provide a wealth of creative, supervised youth activities—such as the Fun & Fitness program—to keep Navy children active and healthy.

Novice and accomplished athletes alike can take advantage of the Navy's organized sports programs. Intramural and conference sports competitions are available at most Navy installations. Especially talented athletes can participate in All-Navy training camps and go on to interservice, national and even international competition.

For those who like to work with their hands, the Craftech program can supply everything they need. Programs include woodworking , photography, ceramics, lapidary, textiles and fibers, model building and computer hobbies.

Navy MWR also provides a wide variety of entertainment. Sailors aboard ships or stationed ashore with their families can enjoy motion picture entertainment provided by the Navy Motion Picture Service. Those who like to get involved can join theater groups, music groups and talent contests. Also available are special entertainment nights such as movie festivals and live performing groups.

These are just some of the activities and programs Navy MWR offers. Check with your local Morale, Welfare and Recreation office or Recreation officer aboard ship to find out what is available in your area.

Meeting your needs is the most important element of MWR programming. Use the MWR Advisory Group to get your message to the MWR team at your base—and be sure to complete the MWR "Leisure Needs" patron survey conducted at every base.

- **Child Care**

Meeting as many of the child care needs of servicemembers and their families as possible is a high priority in the Navy. More than 20,000 children pass through the doors of the Navy's 112 child development centers each day and receive much more than custodial care. Supervised acitivites that are geared to each age level foster a positive self-image and provide enriching and enjoyable experiences for children during their stay. Staff members are called "caregivers," a title that reflects the goal and philosophy of the Navy child development program.

Child Development programs relate to the Quality of Life (QOL) enhancement in the Navy and are operated as an element of Morale, Welfare and Recreation programs. In offering child development services, commands consider the resources and support available on base, the mission requirements of assigned personnel and the avialability of off-base services.

Fees and charges at the centers are kept as low as possible. Reduced rates are available for parents with more than one child enrolled at some centers. Care can be provided on either a regularly scheduled or drop-in basis.

Family home care (FHC) has been authorized at 33 commands. FHC is care for children in government quarters. As a viable alternative to center based care, FHC is an effective supplement to center based care and an excellent way to provide care for mildly ill, newborns and special needs children. A maximum of six children may be cared for in a FHC setting. The

FHC program operates as an adjunct of the child development center and is monitored at least monthly by a FHC monitor.

Navy child development centers are major factors contributing to the overall quality of life on Navy installations. Knowing that their children are receiving excellent care can give military personnel the peace of mind they need to perform their jobs more effectively.

For information about the Navy's child development program, check with the child development center at your installation.

FAMILY SUPPORT

- **Family Service Centers**

Navy and Marine Corps Family Service Centers (FSCs) are designed to help Navy and Marine Corps families and single servicemembers with a variety of personal support services.

FSCs address practically every area of Navy and Marine Corps family life. They provide a comprehensive information and referral service on a wide range of family-related programs and services, including resources which are available in both the military and local civilian community. FSC staff members and volunteers work to coordinate all people-oriented support and assistance programs.

Each Family Service Center provides assistance and support to existing command-sponsored efforts such as command Sponsor Programs, command Ombudsmen and pre-deployment briefings. FSCs have information to help ease the relocation process, and they often offer programs on sjubjects of interest to military families, such as budget-stretching, finding a new job after a family move, parenting classes, helping families improve their commmunications skills and many others.

When you come in with a request or a question, the FSC can readily refer you to the appropriate military or civilian resource.

They will offer you hospitality kits, tell you about recreational facilities, how to get your passport if you're going overseas or all about child care centers, Navy Lodges and other special services. They are ready to help you get legal aid, voting registration information or help with your "special needs" child. They have a reference library of brochures and other information about continental and overseas duty stations or will put you in touch with the Overseas Duty Support Program for more detailed information about that new duty station overseas. FSCs also can help you with personal or family problems.

Each FSC offers a wide range of personal and family enrichment programs to interested people. FSCs are natural, helpful, everyday resources which can be of real benefit to "everyday" people who have "everyday" needs as well as an occasional "crisis."

Your local family Service Center is staffed with a combination of military and civilian personnel who will do their best to come up with just about any kind of information or help you'll need—and if they don't have it at their fingertips, they know where to find it.

Use your Family Services Center. It is there to serve you.

- **Employment Opportunities**

Two new initiatives assist Navy spouses in finding employment. Neither guarantees jobs for spouses, but both make job hunting a lot easier.

The first initiative is spouse preference in hiring. Under the law, spouses of active duty military members can receive preference in hiring for civil service positions in the Department of Defense (DOD) under certain circumstances. Preference is not a guarantee of employment but rather is a priority in consideration for selection for a vacancy. Preference is applicable when the spouse accompanies the military member to a new duty station. This law applies to most appropriated and non-appropriated overseas and stateside positions. COMPLETE INFORMATION ON MILITARY SPOUSE PREFERENCE IS AVAILABLE FROM DOD ACTIVITY CIVILIAN PERSONNEL OFFICES.

Spouses with civil service status (i.e., current career or career-conditional status or eligibility for direct civil service appointment) must:

1) apply in reponse to an activity announcement;
2) request preference; and
3) be among the best qualified.

Spouses without civil service status must:

1) apply for an announcement open to the general public maintained by the Office of Personnel Management (OPM) or by a DOD activity under delegated authority from OPM; and
2) be within the range of selection on the register of eligibles.

Note: Veterans retain preference for initial employment from OPM registers over spouses.

The second initiative is the Spouse Employent Assistance Program (SEAP) established in 1985 by the Assistant Secretary of the Navy for Manpower and Reserve Affairs. The SEAP is located at Navy Family Service Centers (FSCs) worldwide. The program assists Navy spouses in finding employment and planning careers to fit their mobile lifestyle. The SEAP is designed to reduce the stress of relocation by providing employment assistance to spouses. The services include general job search information, tips on educational opportunities, career guidance, employment workshops, resume and SF-171 assistance and computerized job listings for the local area. The computer will also be linked with other FSC locations worldwide and Navy spouses will be able to review job possibilities at the next duty station even before they move. FOR MORE INFORMATION ABOUT THE SEAP PLEASE CONTACT YOUR LOCAL FSC.

- **Family Advocacy Program**

The Family Advocacy Program (FAP) addresses the problems of family maltreatment and sexual assault among Navy families. Efforts such as parent education and family support services help to prevent child and spouse abuse. When violence occurs, the FAP responds through identification, crisis intervention, treatment and follow-up. Through intervention, the program minimizes the incidence of family violence and its impact on the Navy and Navy families.

Under OPNAVINST 1752.2, the base Commanding Officer is responsible for ensuring that FAP services are provided through the cooperative efforts of the Medical Treatment Facility (MTF) and base Family Service Center (FSC). The treatment and case management components of the FAP are handled by the Family Advocacy Representative appointed at each MTF. FSCs provide the prevention and non-medical counseling components of the FAP.

The Family Advocacy Committee (FAC), a multi-disciplinary team, provides coordination and recommendations at the base level. FAC subcommittees monitor individual cases of child and spouse abuse, determine whether reports of abuse are substantiated or unsubstantiated and recommend appropriate therapeutic and/or disciplinary interventions.

Through the FAP, the Navy offers a treatment option to servicemembers determined to be incest perpetrators. Based on factors which include suitability for treatment, potential for further worthwhile naval service and the recommndation of the Commanding Officer, COMNAVMILPERSCOM (NMPC-66) makes a determination as to the servicemember's eligibility for the Navy incest treatment program.

- **Family Ombudsman**

The importance of the spouse as a member of the Navy team is well recognized. To demonstrate this, the Chief of Naval Operations directed the establishment of the Navy Family Ombudsman at Navy commands to assist Commanding Officers in providing a communications link to command members' families. The Navy Family Ombudsman plays an important role in establishing and maintaining good communication between the command, spouses and personnel assigned to the command.

The Ombudsman Program has become a critical element in helping the individual Command fulfill its responsibilities for the welfare of its families. The Ombudsman, in the unusual position of being an officially appointed volunteer, provides the Commanding Officer with an agent to keep personal contact with family members. Reflecting the CO's guidance and policies, the Ombudsman reaches out to individual families with friendship, information, problem-solving and a helping hand when needed. The Ombudsman's ability to reach out on a one-on-one basis is essential in assisting Navy personnel and their families in using all the programs, resources and services that have been established for them.

Who can be a Family Ombudsman? Any Navy spouse in the command is eligible to be asked to serve in this capacity. Commanding Officers select and appoint their Family Ombudsman from volunteer spouses within the command. The Ombudsman candidate should be a person of wide knowledge, great energy and abundant courage. This person should be willing to sacrifice time and be willing to listen to other people's problems. Finally, this person should be impartial and fair under all circumstances.

If you have not been advised of the name of the Ombudsman in your command, contact the office of the Commanding Officer to obtain this information. Feel free to contact your Family Ombudsman who stands ready to serve you.

HOUSING

One advantage of Navy life is that it gives the homemaker a chance to try out an infinite number of floor plans, window sizes, decorating colors, home styles and types of apartments. When it's time to choose a permanent home, the Navy family should know from experience what is needed.

But let's face it, constant relocation is no easy task. Moving is one of the Navy family's greatest challenges. To be sure, our experience will most certainly give us a clear picture of the ideal home, but we have all carried boxes of draperies for tall, narrow windows to houses with wide ones. We've had patterned slipcovers made to match pale green walls only to find the

next house has blue and pink flowered wallpaper. Furniture arrangements in one house may not fit into another. Patio furniture from California may have to be heaped in an attic in New England. This is not to discourage you as there will be as many blessings as inconveniences. If you are a Navy spouse, frequent moves are the way of life.

The Department of Defense places prime importance on ensuring that married members of the Armed Forces have suitable housing. The basic policy is to rely on the local civilian housing market in communities near military installations as the primary source of family housing. New construction is programmed for eligible military personnel only when community support is limited or inadequate due to cost, distance or quality.

The Navy operates approximately 70,000 sets of quarters located all over the world. It also has almost a quarter of a million families eligible for the existing inventory of quarters. Looking at the worldwide picture, the Navy can provide government family quarters for approximately 25 percent of its eligible families. In the continental United States, the figure drops to 15 percent.

Policy governing Navy managed family housing can be found in the Chief of Naval Operations Instruction 11101.13 series. This policy attempts to provide equal opportunity for all eligible personnel to obtain government housing.

The housing priorities have not changed, but all military personnel with dependents are eligible for family housing. Some areas have substandard housing (not meeting adequacy standards) for which all enlisted members may apply on an equal basis.

Applications for government family housing may be submitted to the new duty station housing office at any time following receipt of permanent change of station orders. Appropriate application forms can be obtained from your local housing office. Provided application is made within five days of detaching, that detachment date is used as the control date for the housing waiting list. The military member must confirm the application and detachment date within ten days of reporting. Members are not placed on a waiting list if dependents are in government quarters at another location.

Waiting lists are established according to the number of bedrooms in a housing unit and by grade category. Assignments are made to the first person on the appropriate category list when a unit in the appropriate bedroom size becomes available. The length of the waiting list varies according to the location.

The housing allowance is withheld from a member living in adequate government housing. This creates the common misconception that the housing allowance pays for government housing. Its real purpose is to assist in paying for housing accommodations on the economy. In most cases, it will not come close. It is intended only as assistance.

HOUSING REFERRAL OFFICE

Because of the financial advantage of government quarters, waiting lists exist at most locations.

The Navy has established Housing Referral Offices (HRO). The HRO will assist military families in finding housing in the local community tailored

to their specific needs. Each military member with orders has a statement on those orders requiring a check into HRO prior to obtaining off-base housing. A counselor familiar with the local area maintains listings by area, price and size. The listings are screened to assure no discrimination occurs on the basis of race, color, creed or sex.

Write ahead to friends, your spouse's sponsor, the Housing Office/Housing Referral Office, the Personal Services Office, Family Service Center or Armed Forces Hostess Association for information about a new area.

Consider the distance to your spouse's work when you begin looking and eliminate any areas beyond a convenient point of travel, particularly during rush hours. If the servicemember is on a ship or in a squadron which will be deployed, keep in mind the location of others whose spouses are on the same ship or in the same squadron. You may wish to live in the same general vicinity for companionship.

If possible, leave your children with friends or a relative while you ae house hunting or check to see if there is a base nursery where they could stay.

Keep your sights on the type of housing which really fits your needs. While others are seeking permanent homes, it is far more likely you'll be moving in three years or less. Investigate the pros and cons of apartments and houses and renting or buying.

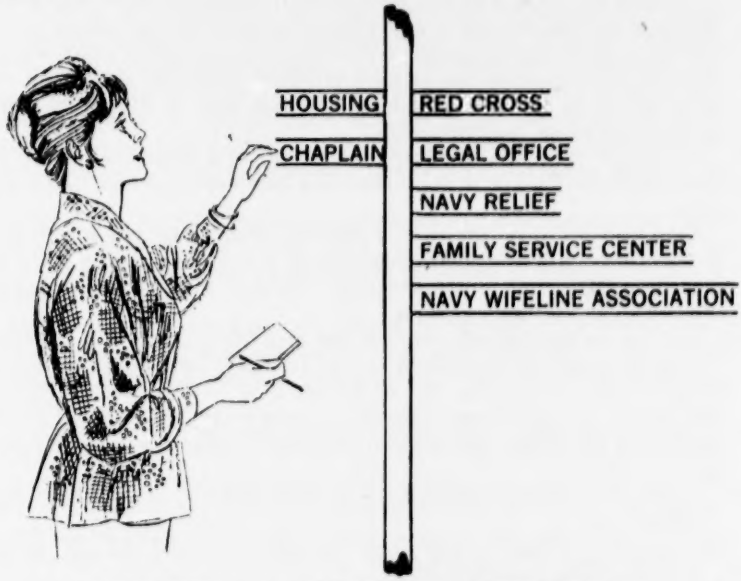
Realtors are eager to help you, but you may find a house with an owner who prefers to sell or rent directly to you. Though it may take longer to find such a house, the savings can be greater if you deal directly with the homeowner. A Navy legal assistance attorney can be consulted before signing a rental or sales agreement. A few things to remember when you rent are:

- Enter into a written agreement with your landlord. Understand it and abide by it.
- Have your landlord acknowledge in writing existing damage to the property before you move in.
- Leave the property in as good condition as you found it. This will create goodwill for future Navy tenants.
- Pay the rent on time.
- Have a written agreement concerning who pays what/when for utilities.
- Keep up gardens and landscaping when included as part of the rental property.
- Reach an agreement and put it in writing concerning who will pay for property damage, repairs and replacements.
- Notify the landlord at least thirty days before moving.
- Make sure your lease contains a military clause stating that the lease can be broken upon receipt of military orders.
- Report any unethical practices of your landlord to the Housing Referral Office. Unethical practices include failure of the landlord to abide by the lease, sudden rent increase and harassment.

HEALTH AND PHYSICAL READINESS

The Navy's Health and Physical Readiness (HAPR) Program educates, trains and assists Navy members in adopting healthy lifestyles and maintaining physical readiness. The program consists of seven elements

that include nutrition education and weight/fat control, physcial fitness and sports, stress management, alcohol and drug abuse prevention, back injury prevention, hypertension control and tobacco use prevention and cessation. The HAPR program sets the standards for the Physical Readiness Test (PRT) which ensures all members meet minimum physical fitness requirements. Physical readiness is integral to the Navy way of life. We strive to obtain an optimal state of health and well-being for sailors and their families, through education, marketing, evaluation and assistance programs.



ADDITIONAL FAMILY ASSISTANCE

AMERICAN RED CROSS

The Red Cross and Navy Relief Society have agreed on procedures under which assistance is given to service personnel and their dependents. Although the programs of the two groups are similar, there are situations in which both can assist, and others when one can help and the other cannot. Appropriate referrals between Navy Relief and the Red Cross are made when necessary to give complete consideration of needs.

Red Cross services to members of the Armed Forces and their families are provided by Station managers and their assistants stationed at U.S. Military installations and military hospitals worldwide and in over 3,000 local chapters throughout the United States. Station managers and chapter staff cooperate to provide service to the whole family especially when members may be separated.

In the Armed Forces if you have a personal emergency and need money . . . the Red Cross may assist with an interest-free loan or grant.

If

you need to travel because of a family emergency . . . the Red Cross will verify the emergency for the military.

If

you have personal or family problems . . . the Red Cross offers consultation, guidance and if necessary, referrals.

If

your family has an urgent message for you . . . the Red Cross relays the message on its worldwide communications network.

If

you need compassionate reassignment or a hardship discharge . . . the Red Cross will help you and your family collect the necessary documents.

Providing Health Services

If

you would like more information on safety and health care . . . the Red Cross offers courses in first aid, CPR (Cardiopulmonary Resuscitation), swimming and lifesaving, parenting, babysitting and more.

Supplying Blood and Blood Products

If

you need blood . . .the Red Cross helps ensure a safe blood supply. The Red Cross collects, processes and distributes half the nation's blood supply.

If

you have a rare blood type and need blood . . .the Red Cross may be able to locate a matching donor through its rare blood registry.

ARMED FORCES HOSTESS ASSOCIATION

The Armed Forces Hostess Association offers assistance to any uniformed services member or authorized civilian relocating anywhere in the world. From AFHA's extensive files of unclassified information, volunteers will put together a packet on the transferee's new duty station.

Information packets can be obtained by telephoning (202) 697-3108/6857 or AUTOVON 227-6857 or by writing to Armed Forces Hostess Association, The Pentagon, Room 1A736, Washington, DC 20310-3133. Include in the request: name, rank, branch of service, address, phone number, new assignment (APO, if possible), departure date and family data (children, pets, special problems).

CHAPLAIN SUPPORT

"This is our chaplain." While these words are most commonly used to introduce an individual, they also make a statement. The chaplain serves all servicemembers and their families, not just certain individuals or groups.

As authorized representatives of a broad range of religious faith groups in the United States, chaplains conduct worship services, preach sermons, offers prayers and officiate at special ceremonies like baptisms, bar/batmitzvahs, weddings and funerals. They also offer programs that identify the spiritual resources that enable personal growth and development and which stimulate comradery and a sense of community. As educators, chaplains offer religious instruction to the young and newcomers to a religious faith and lead those who are religiously committed to mature in their faith. They can help you establish contact with almost any religious institution or clergy. The quality of your family life is of great concern to the Navy, and chaplains are active in almost all family support programs.

Pastoral counseling is provided to all who seek such assistance, whether or not the person requesting support is affiliated with a religious group. They are qualified to assist the Navy spouse in finding solutions to personal, family, marital and spiritual dilemmas and in discovering the spiritual resources that will change their lives and sustain them in all circumstances.

A Navy spouse may contact the servicemember's unit chaplain for assistance, or they may turn to chaplains working in a base chapel or Family Service Center. Chaplains are available, they care and they are capable. They will assist if at all possible, but if not, they know where the best assistance can be obtained.

FINANCIAL AFFAIRS

The policy of the Navy is to promote habits of thrift and to encourage all members of the naval service to conduct their financial affairs in such a manner as to reflect credit upon the naval service.

The way in which one handles his or her private financial affairs provides a reliable indication of his or her general character and trustworthiness. Failure to pay just debt or repeatedly incurring debts beyond a member's ability to pay is evidence of irresponsibility and may jeopardize his or her security clearance status, advancement status, duty assignment, qualification for reenlistment or extension or enlistment, and in aggravated circumstances may be grounds for disciplinary action or administrative discharge.

There are numerous Navy, Navy affiliated and civilian organizations which provide financial (budget) counseling and assistance to military personnel and their families. These organizations include Family Service Centers, Navy Relief Society, Navy Legal Assistance Officer, American Red Cross, Navy Federal Credit Unions, The Navy Wifeline Association and your division officer.

Special note should made about a nationwide non-profit organization sponsored by local merchants, banking institutions, etc., known as Consumer Credit Counselors, Inc. This organization provides expert confidential financial (budget) counseling for persons who are concerned about their personal/family financial situation or problems. There is no charge for the counseling itself, but if you wish to have them make arrangements for you to make lower monthly payments and make actual payments to your creditors for you (you must make an allotment out to them); there may be a nominal charge for this service depending on the extent of your ability to pay and financial problems.

- **Allotments**

An allotment check is a certan amount of money designated by the Navy member, to be deducted from his/her pay and sent to his/her spouse or dependents on or about the first of the month.

Navy personnel are entitled to Basic Allowance for Quarters (BAQ) depending on whether or not they have dependents. However, a "D" (dependency) allotment in any amount may be sent to a spouse or to a designated financial institution. "D" allotments assure a Navy spouse of regular funds when the servicemember is serving overseas or the ship is deployed.

The Navy is interested in helping you build up your savings. It is therefore possible for separate allotments to be made for insurance premiums, government bonds or to a savings institution of your choice. Also, if you are buying a home, the mortgage payments can be made by allotment. All of this must be done by the servicemember at a disbursing office.

If your allotment check should fail to arrive, you should write or call:

Department of the Navy
Navy Family Allowance Activity
Anthony J. Celebrezze Federal Building
Cleveland, Ohio 44199-2087
Telephone (216) 522-5705
Autovon 580-5637

The Navy Family Allowance Activity sends a change of address card to dependents periodically, and address changes should be sent by the 16th of the month to be effective that month.

Always give the servicemember's name and social security number when writing to the NFAA. Always give old and new zip codes when reporting a change of address.

- **Some Tips on Managing Your Money**

No one is born with the ability to manage money effectively. It has to be learned and developed with practice just like all other skills. In the next few pages, you will find some practical tips to help you and your family evaluate your present financial situation, plan for spending and savings, and help you get the most long-term satisfaction from the use of your income.

Money Management begins with you . . . no two people or two families spend their money in exactly the same way. Each person or family has its own values—things that are considered important—which influence their decisions. To be workable, your budget (savings and spending plan) should be tailored for your own personal or family's needs and income.

Spending money on a day-to-day basis may lead to trouble when unexpected or unanticipated bills come in or a family emergency arises (e.g. car breakdown, illness and/or hospitalization, death in the family).

You'll find it easier to keep track of your budget if you use a family or personal financial record book. The book need not be expensive or elaborate—a loose leaf notebook is excellent for this purpose. Several types of financial record books are available in variety or stationary stores. Buy or make your forms for recording expenses and income simple.

Briefly, the steps in making out a budget are as follows:

a) Determine or set your goals. What do you and your family really need and want? Decide which goals are most important, giving priority to those that will benefit the whole family. Remember your goals can change, so be flexible.

b) Estimate your income. Before you can plan wisely, you need to know how much money you will have during the planning period.

c) Estimate your expenses. If you have records of family spending, they can serve as a basis for your budget. If you are new at budgeting, you may want to start by finding out where your money goes. Keep a record of current spending for 2 or 3 months. Use your records to help you decide whether to continue your present pattern of spending or to make changes.

d) Set up a budget. Remember to base your budget on the goals, income and expenses of your own family or personal needs. When you start to budget, you will want to designate money for such things as emergencies, major expenses or purchases. If you have debts or past-due bills, you will want to work out a practical, systematic plan to repay your debts. Also enter your regular monthly expenses on your budget. The day-to-day expenses are the most flexible entries in your budget and are the easiest to cut when you need to economize. The next step in doing your budget is to compare the figures in your spending plan with your estimate of income for the same planning period. If the two figures balance . . . you have done an excellent job of budgeting. If your expenses exceed your income, you need to reevaluate your plan and adjust your budget.

- **Trimming Your Budget and Expenses**
  a) Include your whole family in a project to cut your budget. Ask members to suggest economies they are willing to accept.
  b) Comparative shop and buy store brands—be sure to compare the ingredients and nutritional value on the labels.
  c) Utilize a checking account—helps you keep track of expenses, avoids cash laying around, decreases the possibility of money being stolen and helps you plan your expenses.
  d) Avoid impulse buying—both spouses should agree to the necessity and choice of a product or service.
  e) Set up a savings account and make your loans from your base Federal Credit Union (great interest rates!).
  f) Make out allotments to your checking, savings, insurance accounts . . . saves the hassle of waiting in long lines and ensures that your checks are deposited and payments made when you are not able to get to the bank.
  g) Utilize your base or local library for information concerning "do-it-yourself" projects and Consumer Reports for making major purchases.
  h) If you are overpaid—*don't* spend it, because Uncle Sam will catch up with you and deduct it from your paycheck!
  i) If you are setting up an apartment, renting a house or buying some type of housing . . . be prepared for all the initial costs of moving in . . . the Navy does not pay for your security, utility, phone and other deposits, nor your necessary equipment, food and supplies.
  j) Don't assume or plan on being able to move into government housing. Depending on the location, you could be on the waiting list for up to two years.
  k) Sewing clothes and items for your family and home may indeed save you money but you do not need to spend a fortune on a fancy machine that does everything for you but sew. If you do not know how to sew, sign up for an inexpensive adult education class in your local civilian community.
  l) Watch out for door-to-door salespeople . . . their play on your emotions and personal values can trick you into buying products or services you don't really need or that can be purchased in town or at the exchange for half the price. Just a few of the sales products or service schemes to beware of: encyclopedias, cookware, vacuums,

cutlery, baby pictures, life insurance, home repairs, cosmetics, food/freezer clubs, investments (pyramid and ponzi schemes), magazines, charities and other rip-offs. Be sure to call your local police to report or to verify the legitimacy of these salespeople or call the Better Business Bureau.

m) If you are buying a new or used automobile, be sure to take a little time researching the Consumer Buying Guides or Reports; the costs of maintenance and availability of parts; costs and types of insurance; licensing laws; the dealer's guarantee and car warranty; and other costly aspects of buying a car. If you will be going overseas and taking or buying a car, find out about restrictions about the age of the car, kind and availability of gas and parts, insurance required and other pertinent matters. *Before* you make an offer to buy a car or sign your name on the dotted line . . . check with your credit union or base library for their listing of dealer's cost, average loan, average retail and other pricing or buying information about that particular model or make of car. Loan companies will *only* loan you the average loan on used cars and specified amounts on new cars.

n) Beware of loan sharks . . . you may find yourself paying 36% or more interest rate on a car, debt consolidation loan, etc. Consult your credit union or bank before taking out a loan from civilian finance or loan companies. The Consumer Credit Counselors can be particularly helpful to you in this area.

More detailed information can be found in the booklet, "Financial and Personal Affairs," which can be ordered free of charge from the Navy Wifeline Association. Please refer to page 60.

LEGAL ASSISTANCE

The Department of the Navy Legal Assistance Program helps active duty and retired servicemembers and their dependents resolve personal legal problems. The Preventive Law Program, through education, helps these same people avoid legal problems before they arise. Legal Assistance Attorneys are Navy and Marine Corps judge advocates, who are members of the civilian bar in at least one jurisdiction. Legal assistance offices are located at naval legal service offices and detachments and at Marine Corps law centers around the world. Staff judge advocates also provide limited legal assistance at installations without full service offices.

Although assistance was officially authorized by statute in 1984, the program is not directly funded; accordingly, services are provided as available. At certain times and locations, services may not be available at all, and they will vary at each base or installation depending on the number and expertise of the legal assistance attorneys assigned. Nevertheless, most offices will be able to assist with basic wills, powers of attorney, bills of sale, taxes, consumer law, landlord-tenant problems, purchase of real estate, survivor benefits, residency requirements and the Soldiers' and Sailors' Civil Relief Act. Advice on domestic relations matters such as separations, divorce, non-support of dependents and adoptions is also provided. Alternative dispute resolution programs (arbitration and mediation services) have recently been added to some legal assistance offices to provide an alternative to costly litigation in civilian courts.

A few offices have implemented the Expanded Legal Assistance Program (ELAP) which provides in-court representation to active servicemembers E-3 and below (E-4 and below with dependents). ELAP provides assistance to those who cannot afford attorney's fees and is limited to civil matters and minor criminal charges such as traffic infractions.

Call your legal assistance office to determine what services are offered and whether the office takes appointments or walk-ins or both. Legal assistance attorneys want to help. You can help by collecting your thoughts and all information and documentation on your case before you visit the office. Remember, discussions with legal assistance attorneys are confidential and will not be disclosed to others without your consent. If legal assistance attorneys cannot help you directly, they will try to refer you to civilian attorneys or appropriate organizations or agencies who can.

NATIONAL MILITARY FAMILY ASSOCIATION

The National Military Family Association has represented military family members and educated policy-makers since 1969, when a group of military wives and widows organized to advocate financial security for survivors of military personnel and retirees. The Association emphasized legislative activity throughout the 1970's, testifying before Congress on the Survivor Benefit Plan (SBP), Dependency and Indemnity Compensation (DIC) and retention of commissary privileges. In 1982 NMFA published "Final Report: Military Spouse and Family Issues," based on a survey of over 3,000 military family members in Europe. The Department of Defense has implemented most of the recommendations, including establishing a funded travel allowance for dependent college students whose parents are stationed overseas, and opening a Military Family Policy Office in 1985.

NMFA's activities are directed primarily toward educating military families about their rights and benefits and informing policy-makers about the unique aspects of military life. The NMFA Board of Governors, elected by the membership, approves issues to be researched by study groups composed of volunteers motivated by their concern for the well-being of military families. These researchers produce Fact Sheets used by the volunteer legislative corps to outline issues and recommend action to NMFA members and to Congress, DoD, and other government agencies. The NMFA Newsletter informs members worldwide, and the Speakers Bureau addresses interested groups by request. Current NMFA issues include health care, spousal employment, housing, education, retirement and survivor benefits, former spouses and compensation for PCS moves.

Many organizations represent military personnel, both active duty and retired, but the National Military Family Association is the only one whose primary focus is the military family. NMFA is a volunteer non-profit organization open to personnel and family members of active duty, reserve component and retired military personnel and family members of the seven uniformed services. For more information contact: NMFA, 2666 Military Road, Arlington, VA 22207.

NAVY EXCHANGES, COMMISSARIES AND LODGES

The primary mission of Navy Exchanges is to provide a convenient and reliable source from which authorized patrons may obtain, at the lowest

practicable cost, articles and services required for their well-being and contentment. Also, Exchanges provide, through profits, a supplemental source of funds used to operate morale, welfare and recreation programs supporting Navy personnel and their dependents. In addition to customary department store merchandise carried in the retail stores, other Exchange facilities include barber shops, beauty salons, laundry/dry cleaning/tailor outlets, uniform shops, gas stations, automotive service centers, flower shops, food service activities and a myriad of other services. Purchases can be made by cash, check, VISA or MasterCard.

Navy Commissaries provide food and other traditional supermarket items to authorized patrons at cost plus a 5% surcharge assessed at the cash register. Congestion at the cash registers has been reduecd with the installation of computer scanning systems in all stores. Commissaries emphasize product quality, not just low prices. Cents-off coupons are accepted in both Commissaries and Exchanges. Payment for groceries may be made by cash or check.

Exchanges and Commissaries are recognized as important non-pay compensation benefits which provide overall savings in excess of 20% as compared to similar products and services offered by commercial competitors. Purchases must be for the use of the immediate family, for the personal use of the individual or for use as a bona fide gift. Reselling items or buying items for unauthorized personnel could mean the loss of individual privileges, as well as reduction of privileges for the entire military community. Incidentally, Navy personnel may use Army, Air Force and Marine Corps Exchanges and Commissaries on a reciprocal basis.

Navy Lodges provide clean, convenient, low-cost temporary quarters with kitchen facilities to ease the burden on military personnel during permanent change of station orders. Navy lodges are located at over 40 installations within CONUS and overseas. A toll-free number (1-800-NAVY INN) has been established to provide convenient, free reservation services for CONUS lodges. This service has been extended to personnel overseas by calling AUTOVON 565-2027.

NAVY LEAGUE OF THE UNITED STATES

In 1902, spurred by the desire to create an organization to speak for the Navy and to carry its message to the American people, a small group of Navy supporters gathered in New York to form a patriotic organization, dedicated toward the establishment of national prosperity and strength.

With the cooperation and encouragement of President Theodore Roosevelt, the Navy League of the United States was formed to display before the citizens of our country, information as to the conditions of our naval and maritime forces. The objective and purpose of the Navy League was simple—to educate and motivate the American people. The need to awaken interest and to support all matters aiding our Navy, Marine Corps, Coast Guard and merchant marine was evident.

Over the years, the Navy League has compiled an impressive record of accomplishments in meeting this challenge. Through Navy League forums, events and publications, dedicated civilians, the defense community and elected officials have been kept abreast of issues of natioinal and international importance.

Today, the Navy League is engaged in myriad activities to serve all

citizens, the community, industrial leaders and elected officials. Local councils support the families of service personnel with legal and financial aid in times of need. Membership in the Navy League is open to all United States citizens, except those on active duty. Members of the reserve not on extended active duty are also eligible for membership. Active duty spouses can be members of the Navy League and are encouraged to join at a special reduced rate and participate in Navy League activities.

The Naval Sea Cadet Corps, congressionally chartered, was founded to introduce America's youth to the customs and traditions of our maritime services and to motivate them to achieve their "personal best" levels of maritime skills. Inner city programs familiarize the youth of today about the need for strong and effective sea power and their own potential role in serving their country.

The Navy League today conducts local, national and international educational programs aimed at garnering support and understanding for America's maritime services and for the people who serve them. There are over 63,000 members of the Navy League in 331 councils around the world. There are 240 Sea Cadets Corps units training 4,000 young man and women. There are 1500 leader Sea Cadets and 1500 adult Sea Cadet officers who direct the monthly activities of the Sea Cadet Corps. Last year 582 Sea Cadets joined our armed services.

Navy League Councils have done such tasks as: adopted ships and stations to provide support and awards for the personnel; provide monthly, quarterly and yearly awards for outstanding enlisted and junior officers; recognized spouses of service personnel at awards banquets; provide service to families when ships are deployed; set up welcome parties for visiting ships; organized local and national recognition occasions for enlisted personnel and provided assistance to recruiters.

Each member of the Navy League receives a monthly copy of *Sea Power* magazine and a copy of the yearly *Almanac of Sea Power*. Many councils have monthly meetings and social events that include servicemembers as guests. The Navy League has a yearly convention that fosters increased activities at local levels.

Navy League members are patriotic and look forward to helping those in service. They are a social group that knows how to obtain results and solve problems. They join together to help keep citizens informed on the importance of sea power. Many times they only have to be asked to solve a problem or give assistance. They are helping to build a stronger and better United States. More information can be obtained from the Navy League national headquarters at 2300 Wilson Boulevard, Arlington, VA 22201-9989 or call (703) 528-1775.

NAVY RELIEF SOCIETY

The Navy Relief Society is a private organization supported entirely by donations from the Naval Service community and its friends. Its purpose is to assist, in times of need, members of the Navy and Marine Corps, their dependents, the retired community and dependents of deceased members.

Navy Relief is the Navy's own organization for taking care of its people. Volunteers, who come primarily from the spouse and retired communities, form the backbone of the Society staff. A small nucleus of professionals provide continuity and guidance at larger Navy Relief activities. Smaller

locations and ships at sea use the expertise of naval personnel on a volunteer or collateral duty basis to assist personnel in need.

Sailors and Marines are normally independent, self-reliant and self-supporting. However, the nature of service life sometimes presents unforseen problems. Since 1904 Navy Relief has stood ready to solve these problems. Financial aid in the form of interest free loans, outright grants or a combination of both is available for basic living expenses; emergency transportation; medical, dental and funeral expenses; motor vehicle repairs; education expenses and other valid needs on a case-by-case basis. Other help may include: services of a Navy Relief Visiting Nurse; layette for newborn Navy juniors whose sponsor is in the first five enlisted pay grades and an information and referral service for dependents' benefits, allowances, pensions, government insurance and community resources. Navy Relief volunteers listen and try to match the need with the appropriate helping agency. The Society also sponsors Thrift Shops which sell used articles in good condition at low cost.

Navy Relief activities are located on most major Navy and Marine Corps installations throughout the world. If an auxiliary or branch office is not available to you, write or call requests to: Headquarters, Navy Relief Society, Room 1228, 801 N. Randolph Street, Arlington, Virgnia 22203-1989 (202/696-4904).

The Navy Relief Society offers a free information and training course to prospective volunteers, usually on an annual basis. It is highly recommended that all military spouses attend this course, regardless of their intent to volunteer. The general information provided about the military pay and benefit package, family financial planning, Navy Relief policies and the service of cooperating military and civilian agencies is vital knowledge. Thousands of military spouses attest to the fact that the Navy Relief Course is an excellent introduction to sea service life.

NAVY SPOUSE INFORMATION SCHOOLS

Most major shore installations sponsor orientation programs, known as Navy Spouse Information Schools, to inform Navy spouses about the many services and benfits available to their families.

The schools run from one to three days in duration and are usually held once every two or three months. Child care, transportation (upon request) and refreshments are frequently provided.

Representatives from the various military and local civilian community service agencies present brief lectures and discussions about their organization's services. Some of these agencies include the Navy Relief Society, the American Red Cross, local community colleges and adult schools, the Navy Career Counselor, the Master Chief Petty Officer of the Command, the CHAMPUS and medical advisor, Navy legal officer and other command personnel. Other topics of interest include: government housing, retirement benefits, Special Services' recreational programs, home and fire safety, transportation, child care, exchange and commissary, survivor's benefits and insurance programs, financial assistance and other such topics.

For further information regarding Navy Spouse Information Schools, contact your local Family Service Center, Personal Services Center, Family Ombudsman or chaplain. Being an informed Navy spouse can make life a lot

easier...especially after you have completed the Navy Spouse Information School.

NAVY WIFELINE ASSOCIATION

The Navy Wifeline Association (NWA) is an informational and educational organization established in 1965, by and for Navy and Marine Corps spouses. It reaches out to all of the families regardless of geographic separation, in an effort to inform them, solicit their views and share solutions to the inherent problems of Navy and Marine Corps life. NWA is available to all spouses—female and male—and every active duty person.

The Association's aims and goals are many and varied, but underlying its activities is the knowledge that Navy and Marine Corps families must cope with special problems brought about by separation from their loved ones, shifting roles of responsibility and changing environments. It is their belief that spouses need to have a feeling of "belonging," to know that others do care about them and share their problems. Their aim is to foster this sense of "belonging" by serving as a point of contact for all spouses everywhere, enabling and welcoming them to join together into a working force to help each other. Every Navy and Marine Corps spouse is a member of NWA with no membership fees.

The Navy Wifeline Association also recognizes the need for spouses to have a better understanding of the Navy and Marine Corps—missions and commitments—so that they will realize the importance and relevance of service in a modern world and feel pride in their spouses' personal and professional contributions. They try to make such information readily available and to provide it in a language easily understood. They also know that many find the military way of life bewildering. They try to provide assistance or information to help with the adjustment to that life, hoping spouses will accept it with enthusiasm, ultimately encouraging her/his spouse to pursue a naval career.

The Navy Wifeline Association is completely staffed by volunteers and is non-social, non-profit and tax-exempt.

NWA provides many publications free of charge for distribution to individuals or groups. Among these publications are:

- **Social Customs and Traditions of the Navy:** a concise booklet to acquaint the spouse with the social customs and traditions which are part of the Navy community.
- **Launching Clubs or Support Groups for Navy and Marine Corps Spouses**: a booklet containing helpful suggestions on how to start a new club or group in addition to ideas for acitivites and projects for those already established.
- **Financial and Personal Affairs**: a booklet to assist and guide you in planning and managing your financial and personal affairs.
- **Sea Legs**: a booklet to assist with transition into the Navy.
- **Overseamanship**: a booklet to help prepare you for a tour of duty overseas.
- **The Ombudsman Journal**: a quarterly journal by and for Navy Family Ombudsmen worldwide, containing the most current resource information. It is available to all Ombudsmen.

- **Guidelines for the Spouses of Commanding Officers and Executive Officers**: a booklet containing helpful hints to assist the new CO or XO's spouse.

The Navy Wifeline Association **Portfolio** is free and includes:

Social Customs and Traditions of the Navy
Financial and Personal Affairs
Sea Legs
A **Welcome Aboard** brochure
The **Navy Family Lifeline** newpaper
Various informational brochures about NWCAs, Navy Relief, the Family Service Centers, etc.

The Navy Wifeline Association has a great deal of resource information on many subjects conerning dependent benefits. They welcome suggestions or comments to keep all of their material current and meaningful. Please forward your comments to the address listed below, or telephone them at (202) 433-2333 or AUTOVON 8-288-2333.

The Navy Wifeline Association
Building 172
Washington Navy Yard
Washington, DC 20374

SPOUSE CLUBS AND SUPPORT GROUPS

At most installations there are clubs for spouses of servicemembers. These may be organizations for spouses of specific groups such as Supply Corps, squadrons and schools. Activities of such organizations depend on their location and size. Ships' spouses may often meet informally for lunch or potluck suppers while the ship is deployed. Larger groups have two things in common—open membership to any spouse in the group and the primary purpose of promoting friendship among Navy spouses. The Navy spouse usually finds a ready-made group of spouses waiting for her/him at a new duty station. If you are not contacted shortly after your arrival, you may call the command ombudsman who can give you information about any clubs or support groups in your area. If there are none, you might be interested in starting one. For assistance in doing this see "Launching Clubs or Support Groups for Navy and Marine Corps Spouses," a booklet written and distributed by the Navy Wifeline Association. Refer to page 60.

- **Navy Wives Clubs of America (NCWA)**

NWCA is a national organization composed of an elected Board of National Officers, five regional presidents and over 70 local clubs. The purpose of NWCAs is to provide welfare and educational projects for Navy families, promote and encourage friendships amoung spouses and welcome new service spouses aboard. Nationally, the group is noted for its Scholarship Foundation.

Active membership is open to all spouses of enlisted members of the sea services (Navy, Marine Corps and Coast Guard) who are either active duty, reserve, retired or the widow/widower of a servicemember. Associate membership can be granted those who are not eligible for active status. For more information write to Navy Wives Clubs of America, P.O. Box 6971, Washington, D.C. 20032.

UNITED SERVICES ORGANIZATIONS (USO)

The mission of the USO is to provide an organization through which people of the United States may serve the religious, spiritual, social, welfare and educational needs of the Armed Forces and their familites outside of military installations when off duty or on leave.

The USO operates off-station facilities in the continental United States (CONUS) and at many overseas U.S. military areas.

One of the primary fuctions of the USO is to provide information and referral services pertaining to the local military installation, base services and local civilian community services. New and expanding interests include airport facilities and Fleet Centers.

The USO also sponsors service programs for personnel and their families. Some of these services include: overseas intercultural activities, classes in family care, foreign currency exchanges, mailing services, laundry facilities, telephones and assistance in placing overseas calls, cots and rest areas, refreshments, gift shops, family assistance groups and self help forums and opportunities to meet other people and make friends.

Be sure to visit your local USO to find out what kind of special programs are available to you and your family.

VOLUNTEER OPPORTUNITIES

Are you looking for an outlet for your energies? Do you want to help people, but not have an 8 to 5 job, 5 days a week? Would you prefer not to be tied down by even a part-time job? Perhaps being a volunteer is what you may be looking for!

There are various Navy and Navy-affiliated organizations that are in need of volunteers to help them accomplish their missions. Some of these groups include the Navy Relief Society, Family Service Centers, the American Red Cross, USO and civilian organizations. If you are stationed in the Washington, D.C. area, you will have the unique opportunity of volunteering for the Navy Wifeline Association, or the Armed Force Hostess Association.

As a volunteer, some of the duties you can perform include being a counselor, arts and crafts instructor, recreation aid, hospital assistant, teacher aid, scout leader, big brother/sister and many other interesting services.

In some cases, the organization will provide you with free child care and transportation. As a volunteer, you are eligible to deduct various expenses for transportation, child care and uniforms. If you specialize in a particular subject or area and volunteer time to teach a class that you are normally paid for, you may be able to deduct the amount you may have been paid from your income taxes.

The most important requirements needed to become a volunteer is sacrificing some of your valuable time and a sincere desire to assist Navy personnel and their families.

You may choose to contribute in some way to one or more of the organizations listed above. If you do, we are positive your experience will be rewarding and at the same time you will be assisting others in accomplishing many important tasks.

VI. Medical Benefits

CHAMPUS IN A NUTSHELL

Through CHAMPUS, Navy families have one of the best health plans available. CHAMPUS shares most of the costs of care from civilian hospitals and doctors when care is not available at a military hospital or clinic. But there are certain things you need to know about CHAMPUS before using it.

For one thing, CHAMPUS is not free. You must pay part of your medical costs.

For outpatient care, there is a yearly deductible of $50 for one person and $100 for your family. The deductible is the same for all families, active duty, retired or survivor. After the deductible is met, active duty families pay 20 percent of allowable charges of each medical bill and all others pay 25 percent of the allowable charges. If the bill is more than the allowable charges, you must also pay the difference.

For inpatient care, families of active duty pay at least $25 or a small daily fee for each day in a civilian hospital. The small daily fee is the same charged for inpaitent care in a military hospital. No matter how short the stay, you must pay at least $25.

Retirees, their families, and survivors pay 25 percent of the cost of care (allowable charges) in a civilian hospital.

CHAMPUS eligible families are protected from certain "catastrophic" medical expenses. The limit or cap on covered medical bills in each fiscal year (Oct 1-Sep 30) is $1,000 for active duty families and $10,000 for all other CHAMPUS eligible and all CHAMPVA eligible families. There is no limit for dependents of NATO personnel. The cap applies only to the

amount required to meet the family's annual deductible and cost share based on CHAMPUS allowable charges for medical care. Charges in excess of those CHAMPUS determined to be reasonable, or "allowable" for covered care; and charges for treatment not covered by CHAMPUS are not capped. Those bills, no matter how high, are the responsibility of the member.

Likewise, cost paid by families under the CHAMPUS Program for the Handicapped are not counted towards the cap.

The cap is not automatic. Families should keep track of expenses and when you have reached the limit, write your claims processor to have the cap imposed. For more information contact your HBA.

CHAMPUS does not cover all health care. There are special rules or limits on certain care, and some care is not covered at all.

You or your provider must file claims before CHAMPUS can pay its share of the bills. For your sake, it's important to fill out the claim form correctly and include any necessary paperwork.

There are several tips offered below that will help you use your health benefits.

Get to know the nearest Health Benefits Advisor (HBA). The HBA's job is to help you get the medical care you need. There's an HBA at all military hospitals and most clinics. In the back of this section there's a list of HBAs by state.

Use military hospitals or clinics wherever possible. They save you and the government money and paper work. By using your health benefits wisely, you help make sure the funds will be there when truly needed.

If you live 40 miles or closer to a military hospital, check with the HBA to find out if your home falls within the hospital's zip code catchment area for health care. If so, you must use the hospital for any non-emergency inpatient care. Otherwise, you must get a nonavailability statement before using CHAMPUS. Outpatient care does not require a non-availability statement.

You can save money by going to a doctor or other health care provider who "accepts CHAMPUS assignment." Providers who agree to accept CHAMPUS assignment agree to accept the CHAMPUS allowable charge as the fee for your care. When assignment is not accepted you are responsible for the difference between the CHAMPUS allowable charge and the billed amount as well as your share of the bill.

Remember that providers accept assignment on a case-by-case basis.

Even if a hospital accepts assignment (most do), sometimes the doctors who care for you there do not. If possible, check on this when you first go to get care.

When you go to get care, have your ID Card with you and discuss how and when to pay your part of the bills. If you are getting outpatient care and have already paid your deductible for that year, bring in the Explanation of Benefits (EOB) showing that.

Fill out claim forms carefully and neatly to speed payment. Be sure to include both your daytime and evening phone numbers. That way, the CHAMPUS claims processor can call you if there are any problems with the form.

Don't forget to send a clear copy of the itemized medical bill or any other papers to go along with the claim forms.

Your claims go to the CHAMPUS claims processor for the state (or county) in which you received care, no matter where you live. The HBA can give you the right address and toll free telephone number. Remember this when you're traveling.

The Navy DEERS Personnel Project Officer has override authority with the Fiscal Intermediaries (claims processor) when CHAMPUS claims are denied because of discrepancies in the DEERS database. When a CHAMPUS claim has been denied because of problems with the DEERS database and the beneficiary, in conjunction with the Health Benefits Advisor (HBA), has been unable to reverse the denial, the beneficiary or HBA should request assistance from the Navy DEERS Personnel Project Officer: NMPC 641E, AUTOVON 224-3355 or commercial (202) 694-3355 or 1-800-443-9297.

WHO'S COVERED?

CHAMPUS is a health benefit program for all seven uniformed services: the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service and National Oceanic and Atmospheric Administration.

Here's a list of who's covered by CHAMPUS:

- **Husbands, wives and unmarried children of active duty servicemembers***
- **Retirees, their husbands or wives and unmarried children**
- **Unremarried husbands and wives and unmarried children of active duty or retired servicemembers who have died**
- **Husbands, wives and unmarried children of reservists who are ordered to active duty for 30 days or longer (they are covered only during the reservist's tour)**
- **Unmarried divorcees, without other health coverage, who were divorced after February 1, 1983, after at least 20 years of marriage to a servicemember who was on active duty during those 20 years.**
- **Former spouses of active or retired military who were divorced or received an annulment after at least 20 years of marriage to a servicemember who was on active duty during at least 15 of those 20 years (or during all 20 years in some cases). There are several other restrictions to this category of eligibility (such as: The former spouse may not be covered by an employer-sponsored health plan and must not have remarried since the divorce or annulment.) Contact your Health Benefits Advisor for details.**

***Note:** Unmarried children up to age 21 (21 and over if severely handicapped and to 23 if in school full time) are covered. Except as described above, divorcees are not covered by CHAMPUS. Children (including stepchildren who are adopted by the sponsor) are still covered by CHAMPUS even if the spouse gets divorced or remarried. But a stepchild who was not adopted by the sponsor and leaves the sponsor's household is no longer covered.

CHAMPUS does not cover active duty servicemembers, only their families. To use CHAMPUS benefits, you must have an ID Card from your branch of the uniformed services. The card states on the back if you are covered by CHAMPUS. Children under 10 use either parent's ID card.

If you are eligible for Medicare (Part A) and are a retiree, survivor or family member of a retiree, you are *not* eligible for CHAMPUS. Remember, even if

you are not eligible for Medicare on your own, you *may* be eligible through your husband, wife or parent. If so, you are not covered by CHAMPUS, and it doesn't matter whether you've applied for Medicare. It only matters if you are *eligible* for Medicare (Part A). Remember, Medicare eligibility begins on the first day of the month in which you become eligible. However, if your 65th birthday falls on the first day of the month, then the first day of the preceeding month is the date your Medicare eligibility begins—and your CHAMPUS eligibility ends.

If you are the widow or widower of a servicemember and remarry someone outside the uniformed services, you are no longer covered by CHAMPUS.

Certain reservists who retire from the military and their families are covered by CHAMPUS after the reservist reaches age 60. Check with the HBA on this.

Families of veterans with 100% permanent disability or of veterans who died from a service-connected disability or died on active duty may be covered by CHAMPVA as long as they are not eligible for CHAMPUS.

NATO dependents stationed or travelling in the U.S. on official business are eligible for outpatient care under CHAMPUS.

You must be enrolled in the DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) in order to receive non-emergency care in service hospitals or to have claims for civilian health care processed by CHAMPUS. Both active and retired military sponsors and all family members must be entered in the DEERS computer databanks. If you aren't signed up with DEERS, contact the nearest Personnel Support Detachment (PSD) and find out how to do so. Refer to page 41.

If you are leaving the service, CHAMPUS eligibility for the family ends at midnight of the day that an active duty sponsor is discharged or leaves the service other than through retirement.

WHAT'S COVERED?

Generally, CHAMPUS covers most health care that is *medically necessary*, but there are special rules or limits on certain types of care, and some types of care are not covered at all.

Remember: Just because your doctor tells you that you need certain care doesn't mean that CHAMPUS can help pay for it. If you're not sure whether CHAMPUS covers a service or supply, contact your Health Benefits Advisor or your CHAMPUS claims processor.

They can advise you about covered services but can't guarantee that CHAMPUS will share the cost. That determination comes later, after the claim has been submitted.

In general, CHAMPUS helps pay most doctor bills for inpatient and outpatient care. CHAMPUS helps pay most hospital bills for semi-private rooms, meals (including special diets), diagnostic tests and treatment. CHAMPUS covers medical supplies such as artificial limbs and eyes. In addition, CHAMPUS helps pay for some health care centers other than hospitals. For example, you might need to use a residential treatment center for an emotionally disturbed child or a drug detoxification and rehabilitation center.

For special benefits and certain limits, please refer to CHAMPUS Handbook available through your Health Benefits Advisor.

DEPENDENT DENTAL PLAN

The Active Duty Dependent Dental Plan (DDP) is a contracted insurance program which allows enrolled spouses and children of active duty members to obtain basic dental care from civilian dentists. The DDP is *not* a CHAMPUS program. It has nothing to do with any medical care-related dental treatment that may be provided to CHAMPUS-eligible persons under the CHAMPUS basic program. To be eligible, dependents must reside in the 50 states, District of Columbia, Puerto Rico or U.S. Virgin Islands and be enrolled in DEERS. The DDP is a voluntary plan with enrolled participants paying by a monthly payroll deduction. First-term enlisted must have at least 24 months until EADS to enroll their dependents. There are no EADS restrictions on officers or enlisted careerists.

There are two general categories of care:

1) In the **diagnostic/preventive/emergency care** category, the civilian contractor pays *all* allowable charges. The care includes:
   a) routine oral exams;
   b) flouride treatment;
   c) teeth cleaning and polishing (limit twice in 12 months);
   d) full mouth x-rays (limit once in 36 months);
   e) space maintainers;
   f) laboratory exams and
   g) minor emergency treatments to relieve pain.
2) In the **restorative care** category, the civilian contractor pays 80% of the allowable charges, and the member pays the remaining 20% plus any disallowed charges. This care includes:
   a) fillings;
   b) stainless steel or plastic crowns for "baby teeth" and
   c) repairs to existing dentures.

Remember, you must use a participating civilian dentist.

Claims are filed either by the participating dentist or by the family who received the dental care. The forms are sent to the civilian contractor who operates the dental plan for the seven uniformed services. Their addresses are listed below.

For more information about enrolling in the Active Duty Dependents Dental Plan, contact your nearest military personnel office. For more information about benefits under the dental plan, contact your military personnel office, your nearest Health Benefits Advisor or call or write your civilian contractor as listed below:

If you live *west* of the Mississippi River:

DDP-Delta
P.O. Box 269023 (claims only)
Sacramento, CA 95826-9023

DDP-Delta
P.O. Box 269024 (correspondence/inquiries)
Sacramento, CA 95826-9024

Telephone:
(916) 381-9368 (active-duty families only)
(916) 381-9369 (dental care providers only)

If you live *east* of the Mississippi River:

DDP-Delta
P.O. Box 9086 (correspondence/inquiries/claims)
Farmington Hills, MI 48333-9086

Telephone:
(313) 489-2240

To get Active Duty Dental Plan claim forms, contact your Health Benefits Advisor or DDP-Delta.

PROGRAM FOR THE HANDICAPPED

Be aware.

- The Program for the Handicapped is only for seriously handicapped persons who are **dependents of active duty members.**
- You must **apply and get CHAMPUS approval before** CHAMPUS can help pay the costs of care. That is, CHAMPUS can only help pay for care received after the date of approval.
- Each case under the program is treated on a case-by-case basis. Because of this, the requirements to apply and/or stay in the program may vary somewhat from that spelled out below. It is **very important to work closely with your HBA** when applying and after.

Who qualifies? The Program for the Handicapped serves two kinds of seriously handicapped people: persons who are mentally retarded and persons who have a major physical handicap. Remember, though, they *must* be dependents of active duty members.

Mentally retarded. A retarded person must be moderately or severely retarded to qualify for the CHAMPUS Program for the Handicapped. Doctors can tell if a person is mentally retarded by looking at the medical and life history. They can also look at the person's ability to do tasks normal for that age group. In addition, they give tests to measure Intelligence Quotients (IQ). An average IQ is 100. A person with an IQ between 36 and 51 is moderately retarded. A person with an IQ of 35 or less is severely retarded.

Physically handicapped. Under CHAMPUS, a seriously physically handicapped person is one who:

- Is expected to have the handicap at least a year **or** is expected to die from the handicap; **and**
- Needs help just to do the basics of living—eating, getting dressed, going to the bathroom, etc.

Here are some examples of serious physical handicaps:

- Severe loss of vision
- Severe loss of hearing
- Severe epilepsy
- Advanced Parkinson's disease
- Advanced multiple sclerosis (MS)
- Advanced muscular dystrophy
- Advanced Huntington's disease
- Severe bone disease
- Severe lung disease
- Severe diabetes in children
- Severe cerebral palsy

You must apply. The active duty member must send in an application on CHAMPUS form 190a, "Request for Health Benefits under the Program for the Handicapped." Your HBA or CHAMPUS claims processor should have this form. Or you can get one from CHAMPUS, Aurora, CO 80045. Send the form to CHAMPUS, Aurora, CO 80045. When you send in your application include the following:

A management plan. The doctor must prepare a management plan that includes the following:

- Report of the patient's physical examination
- Patient's diagnosis
- Family's history
- A history of the handicapping condition and earlier treatment
- Diagnostic test results
- Consultant's report, if any
- Method of care planned and how long it will be needed
- Professional status of those who will provide the care
- Prognosis
- Monthly cost of care
- Medical records from the present facility if you are requesting approval to move the person to some other facility.

A letter that says public funds and facilities are either unavailable or insufficient. In many communities, public funds or special programs are available for handicapped residents. The HBA may be available to help you find out about help available in your community. If so, you must get assistance this way first.

If public health is not available or isn't enough, CHAMPUS helps pay for allowable services from private, not-for-profit organizations. But you must send CHAMPUS a letter from the right public official saying why public help is unavailable or insufficient. If you don't know who the right public official is, contact an HBA.

Note: CHAMPUS cannot pay for care at a private, for-profit facility. And as with the rest of the CHAMPUS program, all providers must be authorized.

If the application is approved. CHAMPUS will tell you whether it approves or denies your application.

But CHAMPUS may approve only certain parts of the care. For example, CHAMPUS may change the date on which benefits start, or tell you that it can only share the bills for a specific time period.

If your application is approved, CHAMPUS will tell you how often a progress report is needed from the handicapped person's doctor. The doctor must also send a new management plan (as decribed above) with each progress report. Remind the doctor to send the progress report and new management plan. Every year you need to send CHAMPUS a new letter from the right public official that says that public assistance is still unavailable or insufficient.

Claims for the handicapped. To apply for benefits under the Program for the Handicapped, use CHAMPUS Form 190a.

For all services and supplies under the Program for the Handicapped, send

CHAMPUS Form DA 1863-3 to the claims processor for the state where care was received.

For general medical care for the handicapped person, use the form 500. Anyone under the Program for the Handicapped is covered for general medical care—no matter what age—as described in the rest of this chapter.

If the active duty member is transferred. If the new duty station doesn't offer public help for the handicapped or if it isn't enough, a letter from the local official must be sent to CHAMPUS within 60 days of the move. If this letter isn't received, the handicapped person will not be covered any longer.

Changing health care centers. If you need to move the handicapped person from one health care center to another, you must ask CHAMPUS for a new okay *before* you move the person. Along with the new application, you must send a copy of the handicapped person's medical records from the present facility and another letter from the right public official saying public assistance remains unavailable or insufficient.

How much will it cost? You must pay part of the monthly expenses for care of the handicapped person before CHAMPUS can help. How much you must pay depends on the sponsor's pay grade. The monthly costs are shown in the table below.

Pay Grade	Member Pays
E-1 to E-5	$ 25
E-6	30
E-7, O-1	35
E-8, O-2	40
E-9, W-1, W-2, O-3	45
W-3, W-4, O-4	50
O-5	65
O-6	75
O-7	100
O-8	150
O-9	200
O-10	250

After you have paid your share, CHAMPUS will pay as much as $1,000 a month more for the care of a handicapped person. If the costs are more than that, you must pay the extra.

In determining the CHAMPUS payment, CHAMPUS figures an allowable charge for the care the handicapped person is receiving. CHAMPUS cannot pay more than the allowable charge for any care.

CHAMPUS sends you an Explanation of Benefits that spells out how much CHAMPUS will pay. The CHAMPUS cost-share is figured on a monthly basis, even if your payments to the providers are not on a monthly basis.

Two or more handicapped persons. If there are two or more persons in the family who qualify for the Program for the Handicapped, CHAMPUS will make sure you won't have to pay any more than you pay for one. CHAMPUS covers all allowable costs for the second handicapped person, as long as you pay your full monthly share for the other handicapped person. Check with your Health Benefits Advisor for more information.

YOUR MEDICAL BENEFITS

	Military Hospitals	CHAMPUS		
Patients	**Inpatient and Outpatient**	**General Medical Services Inpatient**	**Outpatient**	**Program for the Handicapped**
Active duty families	Yes, on a space available basis	Yes, but may need nonavailability	Yes	Yes
Active duty servicemembers	Yes	No	No	No
Retirees, their families and survivors	Yes, on a space available basis	Yes, unless entitled to Medicare (Part A). May need nonavailability statement	Yes, unless entitled to Medicare (Part A)	No
Dependent parents, parents-in-law	Yes, on a space available basis	No	No	No

YOUR COSTS*

	Military Hospitals		CHAMPUS		
Patients	**Inpatient**	**Outpatient**	**General Medical Services Inpatient**	**Outpatient**	**Program for the Handicapped**
Active duty families	Small fee/ day	No charge	Small fee/ day or $25, whichever is more	After deductible, 20% of allowable charge	Depends on pay grade of service-member
Retirees,** their families & survivors & certain former spouses	Small fee/ day	No charge	25% of*** allowable charges	After deductible 25% of allowable charges	
Dependent parents, parents-in-law	Small fee/ day	No charge	Not Eligible for CHAMPUS		

* Costs are likely to change over time. If you aren't sure about your charges, be sure to check with the HBA.

** Retired enlistees pay no charge for inpatient care at military hospitals.

*** Inpatient facility fees—in 48 states, the District of Columbia and Puerto Rico the per diem rate is $210 per day or 25% of billed charges, whichever is less. In Maryland and New Jersey the per diem rate is 25% of the billed charges. Inpatient professional charges are 25% of the allowable charges.

Note: Some Public Health Hospitals provide dental care at very reasonable rates. Also, a limited number of military hospitals do dental work on dependents on a space available basis. These change periodically, so be sure to check all facilities in your area.

HBAs and UNIFORMED SERVICES MEDICAL FACILITIES

ALABAMA

Hospitals

Fox Army Community Hospital
Redstone Arsenal
RSA, AL 35809-7000
Noble Army Community Hospital
Fort McClellan
Anniston, AL 36205-5083
Lyster Army Community Hospital
Fort Rucker, AL 36362-5350
USAF Regional Hospital, Maxwell
Maxwell AFB, AL 36112-5300

Medical Clinics

US Army Health Clinic
Anniston Army Depot
Anniston, AL 36205-5083
US Coast Guard Aviation Training Center Clinic
Mobile, AL 36608

ALASKA

Hospitals

Bassett Army Community Hospital
Fort Jonathan M. Wainwright
Fairbanks, AK 99703-7300
USAF Regional Hospital, Elmendorf
Elmendorf AFB, AK 99506-5300
US Coast Guard Support Center Hospital
Kodiak, AK 99619
Naval Branch Hosital
NAVSTA Adak, FPO Seattle 98791

Medical Clinics

US Army Health Clinic, Fort Greely
Big Delta, AK 99733
US Army Troop Medical Clinic
Fort Richardson, Anchorage, AK 99505
USAF Clinic, Eielson
Eielson AFB, AK 99702-5300
US Coast Guard Base Clinic
Ketchikan, AK 99901
US Coast Guard Air Station Clinic
Sitka, AK 99835
Naval Branch Medical Clinic
NSGA Adak, FPO Seattle 98791

ARIZONA

Hospitals

Raymond W. Bliss Army Community Hospital, Fort Huachuca
Sierra Vista, AZ 85613-7040
USAF Hospital, Luke
Luke AFB, AZ 85309-5300
USAF Hospital, Davis-Monthan
Davis-Monthan AFB, AZ 85707-5300
USAF Hospital, Williams
Williams AFB, AZ 85224-5300

Medical Clinics

US Army Health Clinic
Yuma Proving Ground
Yuma, AZ 85365
Naval Medical Clinic
Marine Corps Air Station
Yuma, AZ 85369

ARKANSAS

Hospitals

USAF Hospital, Blytheville
Blytheville AFB, AR 72315-5300
USAF Hospital, Little Rock
Little Rock AFB, AK 72099-5300

Medical Clinics

US Army Health Clinic
Pine Bluff Arsenal, Pine Bluff
(Mailing address:
Reynolds Army Community Hospital
Fort Sill
Lawton, OK 73503-6400)
US Army Troop Medical Clinic
Fort Chaffee, Fort Smith
(Mailing address:
Reynolds Army Community Hospital, Fort Sill
Lawton, OK 73503-6400)

CALIFORNIA

Hospitals

David Grant USAF Medical Center
Travis AFB, CA 94535-5300
USAF Regional Hospital, March
March AFB, CA 92518-5300
USAF Hospital, Beale
Beale AFB, CA 95903-5300
USAF Hospital, Castle
Castle AFB, CA 95342-5300
USAF Hospital, Edwards
Edwards AFB, CA 93523-5300
USAF Hospital, George
George AFB, CA 92392-5300

USAF Hospital, Mather
Mather AFB, CA 95655-5300
USAF Hospital, Vandenberg
Vandenberg AFB, CA 93437-5300
Letterman Army Medical Center
San Francisco, CA 94129-6700
Silas B. Hays Army Community Hospital
Fort Ord, CA 93941-5000
Weed Army Community Hospital
Fort Irwin, CA 92310-5065
Naval Hospitals
Oakland, CA 94627
Lemoore, CA 93245
San Diego, CA 92134
Camp Pendleton, CA 92055
Long Beach, CA 90822
Branch Naval Hospitals
MCAGCC Twentynine Palms, CA 92278
NAVWPNCEN, China Lake, CA 93555

Medical Clinics

US Army Health Clinics
Oakland Army Base, Oakland
(Mailing address:
Letterman Army Medical Center
Presidio of S.F., CA 94129-6700)
Sacramento Army Depot, Sacramento
(Mailing address:
Letterman Army Medical Center
Presidio of S.F., CA 94129-6700)
Sharpe Army Depot, Lathrop
(Mailing address:
Letterman Army Medical Center
Presidio of S.F., CA 94129-6700)
Sierra Army Depot, Herlong
(Mailing address:
Letterman Army Medical Center
Presidio of S.F., CA 94129-6700)
Tracy Defense Depot, Tracy
(Mailing address:
Letterman Army Medical Center
Presidio of S.F., CA 94129-6700)
Fort Hunter Liggett, Jolon
(Mailing address:
Letterman Army Medical Center
Presidio of S.F., CA 94129-6700)
Presidio of Monterey, Monterey
(Mailing address:
Letterman Army Medical Center
Presidio of S.F., CA 94129-6700)

USAF Clinics:
Los Angeles AFS, CA 90009-5300
McClellan AFB, CA 95652-5300
Norton AFB, CA 92409-5300

US Coast Guard Training Center Clinic
Government Island
Alameda, CA 94501
US Coast Guard Training Center Clinic
Petaluma, CA 94952

Naval Medical Clinics:
Naval Station
San Diego, CA 98115-5004
Port Hueneme, CA 93043
NAVSTA, San Diego, CA 92136

Naval Branch Medical Clinics:
MCLB Barstow, CA 92311
MCMWTC Bridgeport, CA 93517
Headquarters, Area 13
Camp Pendleton, CA 92055
Del Mar, Area 21
Camp Pendleton, CA 92055
Chappo, Area 22
Camp Pendleton, CA 92055
Base Correctional Facility, Area 24
Camp Pendleton, CA 92055
Edson Range, Area 31
Camp Pendleton, CA 92055
Margarita, Area 33
Camp Pendleton, CA 92055
Las Flores, Area 41
Camp Pendleton, CA 92055
Las Pulgas, Area 43
Camp Pendleton, CA 92055
San Onofre, Area 52
Camp Pendleton, CA 92055
Horno, Area 53
Camp Pendleton, C92055
San Mateo, Area 62
Camp Pendleton, CA 92055
NWS, Area 65
Camp Pendleton, CA 92055
NWC China Lake, CA 93555
NAVSTA Long Beach, CA 90822
MCAS El Toro, Santa Ana, CA 92709
WPNSTA Seal Beach, CA 90740
NAVSTA Corona, CA 91720-5000
MCAS(H) Tustin, CA 92710
NAVSTA San Diego, CA 92136
NSC San Diego, CA 92132
MCRD San Diego, CA 92140
NAF El Centro, CA 92243
NAS Miramar, CA 92145
NAVPHIBASE Coronado, CA 92155
NTC San Diego, CA 92133
NAS North Island, CA 92135
NALF San Clemente, CA 92135
NAS Point Mugu, CA 93042
NAVSTA Treasure Island, CA 94130
NAS Moffett Field, CA 94035
NAS Alameda, CA 94501
NAVSUPPPACT Mare Island, CA 94592
WPNSTA Concord, CA 94520
NAVCOMMSTA Stockton, CA 95203
NSC Oakland, CA 94625
NAVFAC, Point Sur, CA 93920
NAVFAC Centerville Beach
Ferndale, CA 95536
NAVSHIPYD Mare Island
Vallejo, CA 94592
NAVMEDADMINU
Monterey, CA 93943
NALF Crows Landing, CA 95313

COLORADO

Hospitals

Fitzsimons Army Medical Center
Aurora, CO 80045-5000
US Army Community Hospital
Fort Carson, CO 80913-5060
USAF Academy Hospital
USAFA, CO 80840-5300

Medical Clinics

US Army Health Clinic
Rocky Mountain Arsenal, Denver
(Mailing address:
Fitzsimons Army Medical Center
Aurora, CO 80045-5000)
USAF Clinics:
Lowry AFB, CO 80230-5300
Peterson AFB, CO 80914-5300

CONNECTICUT

Hospitals

US Coast Guard Academy Hospital
New London, Groton, CT 06320
Naval Hospital, Groton, CT 06340-5600

Medical Clinics

Naval Branch Medical Clinics:
NAVSUBASE New London
Groton, CT 06340-5000
NAVUPWRITRAU
Windsor Locks, CT 06095

DELAWARE

Hospitals

USAF Hospital, Dover
Dover AFB, DE 19902-5300

Medical Clinics

none

DISTRICT OF COLUMBIA

Hospitals

Walter Reed Army Medical Center
Washington, D.C. 20307-5000

Medical Clinics

US Army Health Clinic, Fort McNair
Washington, D.C.20319
US Army Health Clinic, Pentagon
Washington, D.C. 20310
USAF Clinic, Bolling
Bolling AFB, D.C. 20332-5300
US Coast Guard Clinic, Headquarters
400 7th Street, S.W.
Washington, D.C. 20024
Naval Branch Medical Clinics
NAF, Washington, D.C. 20390
NAVSECSTA, Washington, D.C. 20390
Naval Research Laboratory
Washington, D.C. 20375
Navy Yard, Washington, D.C. 20374

FLORIDA

Hospitals

USAF Regional Hospital, Eglin
Eglin AFB, FL 32542-5300
USAF Regional Hospital, MacDill
MacDill AFB, FL 33608-5300
USAF Hospital, Homestead
Homestead AFB, FL 33039-5300
USAF Hospital, Patrick
Patrick AFB, FL 32925-5300
USAF Hospital, Tyndall
Tyndall AFB, FL 32403-5300
Naval Hospitals:
Pensacola, FL 32512
Jacksonville, FL 32214
Orlando, FL 32813

Medical Clinics

US Coast Guard Air Station Clinic
Clearwater, FL 33520
US Coast Guard Air Station Clinic
Opa Locka Airport, Hangar 103
Opa Locka, FL 33054
Naval Medical Clinic
Key West, FL 33040
Naval Branch Medical Clinics:
NAS Jacksonville, FL 32212
NAS Cecil Field, FL 32215
NAS Key West, FL 33040
NAVSTA Mayport, FL 32208
NTC Orlando, FL 32813
NAS Pensacola, FL 32508
NAS Whiting Field, Milton, FL 32570
NATECHTRACEN Pensacola,
FL 32511
NAVCOASTSYSCEN Panama City,
FL 32407

GEORGIA

Hospitals

Dwight David Eisenhower
Army Medical Center
Fort Gordon, GA 30905-5060
Martin Army Community Hospital
Fort Benning, GA 31905-6006

Winn Army Community Hospital
Fort Stewart, GA 31314-5300
USAF Hospital, Moody
Moody AFB, GA 31699-5300
USAF Hospital, Robins
Robins AFB, GA 31098-5300

Medical Clinics
Tuttle Army Health Clinic
Hunter Army Field
Savannah, GA 31409
(Mailing address:
Winn Army Community Hospital
Fort Stewart, GA 31314-5300)
US Army Health Clinic, Fort McPherson
Atlanta, GA 30330-5000
(Mailing address:
Dwight David Eisenhower
Army Medical Center
Fort Gordon, GA 30905-5060)
US Army Troop Medical Clinic
Dahlonega
(Mailing address:
Martin Army Community Hospital
Fort Benning, GA 31905-6006)
Naval Medical Clinic, MCLB
Albany, GA 31704
Naval Branch Clinics
NSCS Athens, GA 30606
NAS Atlanta, Marietta, GA 30060

HAWAII

Hospitals
Tripler Army Medical Center
HI 96859-5000

Medical Clinics
US Army Health Clinic
Schofield Barracks, Honolulu, Oahu
(Mailing address:
Tripler Army Medical Center
HI 96859-5000)
US Army Troop Medical Clinic
Pohakuloa Training Area
Hilo, Hawaii
(Mailing address:
Tripler Army Medical Center
HI 96859-5000)
US Army, Troop Medical Clinic
Kilauea Military Camp
Kilauea, Kauai
(Mailing address:
Tripler Army Medical Center
HI 96859-5000)
USAF Clinic, Hickam
Hickam AFB, HI 96853-5300
US Coast Guard Base Clinic
Honolulu, HI 96819
Naval Medical Clinic, Pearl Harbor
Oahu, HI 96860
Naval Branch Medical Clinics:
NAS Barbers Point, Oahu, HI 96862
NAVSHIPYD Pearl Harbor
Oahu, HI 96860
NAVMAG Lualuaei, Oahu, HI 96792
NAVCAMS Eastpac, Honolulu,
Wahiawa
Oahu, HI 96786
MCAS Kaneohe Bay, Oahu, HI 96786
Westloch, Pearl Harbor
Oahu, HI 96860
Mental Health, Pearl Harbor
Oahu, HI 96860

IDAHO

Hospitals
USAF Hospital, Mountain Home
Mountain Home AFB, ID 83648-5300

Medical Clinics
None

ILLINOIS

Hospitals
USAF Medical Center, Scott
Scott AFB, IL 62225-5300
USAF Hospital, Chanute
Chanute AFB, IL 61868-5300
Naval Hospital
Great Lakes, IL 60088

Medical Clinics
US Army Health Clinics:
Fort Sheridan, IL 60037-5570
(Mailing address:
General Leonard Wood Army
Community Hospital
Fort Leonard Wood, MO 65473-5700)
Rock Island Arsenal
Rock Island, IL 61299
(Mailing address;
General Leonard Wood Army
Community Hospital
Fort Leonard Wood, MO 65473-5700)
Naval Branch Medical Clinics:
NTC Great lakes, IL 60088
NAS Glenview, IL 60026
RTC Great Lakes, IL 60088

INDIANA

Hospitals
Hawley Army Community Hospital
Fort Benjamin Harrison, IN
46216-7000
USAF Hospital, Grissom
Grissom AFB, IN 46971-5300

Medical Clinics
USAF Clinic, Grissom
Grissom AFB, IN 46971-5300

IOWA

No military medical facilities in this state

KANSAS

Hospitals
Irwin Army Community Hospital
Fort Riley, KS 66442-5036
Munson Army Community Hospital
Fort Leavenworth, KS 66027-5400
USAF Hospital, McConnell
McConnell AFB, KS 67221-5300

Medical Clinics
None

KENTUCKY

Hospitals
Blanchfield Army Community Hospital
Fort Campbell, KY 42223-1498
Ireland Army Community Hospital
Fort Knox, KY 40141-5521

Medical Clinics
US Army Health Clinics
Lexington-Blue Grass Army Depot
Lexington
(Mailing address:
Ireland Army Community Hospital
Fort Knox, KY 40141-5520)
Blue Grass Depot Activity, Richmond
(Mailing address:
Ireland Community Hospital
Fort Knox, KY 40141-5520)

LOUISIANA

Hospitals
Bayne-Jones Army Community Hospital
Fort Polk, LA 71459-6000
USAF Hospital, Barksdale
Barksdale AFB, LA 71110-5300
USAF Hospital, England
England AFB, LA 71301-5300

Medical Clinics
US Coast Guard Base Clinic
4640 Urquhart Street
New Orleans, LA 70117
Naval Branch Medical Clinic, NAS
New Orleans, LA 70146
Naval Medical Clinic
New Orleans, LA 70146

MAINE

Hospitals
USAF Hospital, Loring
Loring AFB, ME 04751-5300

Medical Clinics
Uniformed Services Medical Treatment Facility, Coastal Health Services
331 Veranda Street
Portland, ME 04103
Naval Branch Medical Clinics:
NAS Brunswick, ME 04011
NSGA Winter Harbor, ME 04693
NAVCOMMU Cutler
E. Machias, ME 04630

MARYLAND

Hospitals
Malcom Grow USAF Medical Center
Andrews AFB, MD 20331-5300
Uniformed Services Medical Treatment Facility
Wyman Park Health System, Inc.
3100 Wyman Park Drive
Baltimore, MD 21211
Kimbrough Army Community Hospital
Fort Meade
Odenton, MD 20755-5000
Naval Hospitals:
Bethesda, MD 20814
Patuxent River, MD 20670

Medical Clinics
US Army Health Clinics
Fort Richie, Cascade, MD
(Mailing address:
Kimbrough Army Community
Hospital, Fort Meade
Odenton, MD 20755-5000)
Edgewood Area
Aberdeen Proving Ground, MD
(Mailing address:
Kimbrough Army Community
Hospital, Fort Meade
Odenton, MD 20755-5000)
Fort Detrick, Frederick, MD
(Mailing address:
Kimbrough Army Community
Hospital, Fort Meade
Odenton, MD 20755-5000)
Kirk Army Health Clinic
Aberdeen Proving Ground
(Mailing address:
Kimbrough Army Community
Hospital, Fort Meade
Odenton, MD 20755-5000)
US Coast Guard Yard Clinic
Curtis Bay
Baltimore, MD 21226

Naval Medical Clinic
Annapolis, MD 21402
Naval Branch Medical Clinics:
NSRDC Carderock
Bethesda, MD 20084
NAF Andrews AFB, MD 20331-5300
USNA Bancroft Hall
Annapolis, MD 21402
NAVORDSTA Indian Head, MD 20640
NAVSWC White Oak
Silver Spring, MD 20910

MASSACHUSETTS

Hospitals

Cutler Army Community Hospital
Fort Devens, MA 01433
Uniformed Services Medical Treatment Facility, Brighton Marine Public Health Center
77 Warren Street
Boston, MA 02135

Medical Clinics

US Army Health Clinic, Natick
Research and Development Center
Natick, MA 01760
US Coast Guard Air Station,
Cape Cod Clinic
Otis Air Force Base
Falmouth, MA 02542
US Coast Guard Support Center Clinic
427 Commercial Street
Boston, MA 02188
USAF Clinic, Hanscom
Hanscom AFB, MA 01731-5300
Naval Branch Medical Clinics:
NAS Weymouth, MA 02190
CGSA Boston, MA 02210

MICHIGAN

Hospitals

USAF Hospital, Wurtsmith
Wurtsmith AFB, MI 48753-5300
USAF Hospital, K.I. Sawyer
K.I. Sawyer AFB, MI 49843-5300

Medical Clinics

US Army Health Clinic
Selfridge Air National Guard Base
Mt. Clemens
(Mailing address:
General Leonard Wood Army Community Hospital
Fort Leonard Wood, MO 65473-5700
US Coast Guard Air Station Clinic
Traverse City, MI 49684
Naval Branch Medical Clinic, NAF Detroit
Mt. Clemens, MI 48043

MINNESOTA

No military medical or dental facilities in this state

MISSISSIPPI

Hospitals

USAF Medical Center, Keesler
Keesler AFB, MS 39534-5300
USAF Hospital, Columbus
Columbus AFB, MS 39701-5300
Naval Branch Hospital, Naval Home
Gulfport, MS 39501

Medical Clinics

Naval Branch Medical Clinics:
CDC Gulfport, MS 39501
NAS Meridian, MS 39309
Naval Medical Annexes:
Bay St. Louis, MS 39522
SUPSHIP Pascagoula, MS 39567

MISSOURI

Hospitals

General Leonard Wood Army Community Hospital
Fort Leonard Wood, MO 65473-5700
USAF Hospital, Whiteman
Whiteman AFB, MO 65305-5300

Medical Clinics

US Army Health Clinic
1520 Market St.
St. Louis, MO 63103

MONTANA

Hospitals

USAF Hospital, Malmstrom
Malmstrom AFB, MT 59402-5300

Medical Clinics

None

NEBRASKA

Hospitals

Ehrling Berquist USAF Regional Hospital
Offutt AFB, NE 68113-5300

Medical Clinics

None

NEVADA

Hospitals

USAF Hospital, Nellis
Nellis AFB, NV 89191-5300

Medical Clinics

US Army Health Clinic, Hawthorne
Army Ammunition Depot,
Hawthorne
(Mailing address:
Letterman Army Medical Center
Presidio of S.F., CA 94129-6700)
Naval Branch Medical Clinic, NAS
Fallon, NV 89406

NEW HAMPSHIRE

Hospitals

USAF Hospital, Pease
Pease AFB, NH 03801-5300

Medical Clinics

Naval Medical Clinic
Portsmouth, NH 03801

NEW JERSEY

Hospitals

Patterson Army Community Hospital
Fort Monmouth, NJ 07703-5504
Walson Army Community Hospital
Fort Dix, NJ 08640-6600

Medical Clinics

US Army Health Clinics:
Military Ocean Terminal, Bayonne
(Mailing address:
Patterson Army Community
Hospital
Fort Monmouth, NJ 07703-5504)
Picatinny Arsenal, Dover
(Mailing Address:
Patterson Army Community
Hospital
Fort Monmouth, NJ 07703-5504)
USAF Clinic, McGuire
McGuire AFB, 08641-5300
US Coast Guard Training Center Clinic
Cape May, NJ 08204
Naval Branch Medical Centers
NAVAIRPROCEN Trenton, NJ 08628
WPNSTA Earle, Colts Neck, NJ 07722
NAVAIRENGCEN Lakehurst, NJ 08733

NEW MEXICO

Hospitals

USAF Hospital, Cannon
Cannon AFB, NM 88101-5300
USAF Hospital, Kirtland
Kirtland AFB, NM 87117-5300
USAF Hospital, Holloman
Holloman AFB, NM 88330-5300

Medical Clinics

McAfee Army Health Clinic,
White Sands Missile Range,
Las Cruces
(Mailing address:
William Beaumont Army Medical
Center
El Paso, TX 79920-5001)

NEW YORK

Hospitals

William L. Keller Army
Community Hospital
West Point, NY 10996-1190
Uniformed Services Medical
Treatment Facility
Bayley-Seton Hospital
Bay Street & Vanderbilt Avenue
Staten Island, NY 10304
USAF Hospital, Griffiss
Griffiss AFB, NY 13441-5300
USAF Hospital, Plattsburgh
Plattsburgh AFB, NY 12903-5300

Medical Clinics

Ainsworth Army Health Clinic
Fort Hamilton, Brooklyn
(Mailing address:
Patterson Army Community
Hospital
Fort Monmouth, NJ 07703-5504)
US Army Health Clinics:
Seneca Army Depot, Romulus
Watertown Arsenal, Watertown
Watervliet Arsenal, Watervliet
(Mailing address:
Cutler Army Community Hospital
Fort Devens, MA 01433)
Stewart Subpost Newburgh, NY 12550
Fort Drum Watertown, NY 13602-5004
US Coast Guard Support Center Clinic
Governors Island
New York City, NY 10004
Naval Branch Medical Clinics:
NAVUPWRTRAU
Ballston Spa, NY 12020
NAVSTA Brooklyn, NY 11251
VA Extended Care Center
St. Albans, NY 11412

NORTH CAROLINA

Hospitals

Womack Army Community Hospital
Fort Bragg, NC 28307-5000

USAF Hospital, Seymour Johnson
Seymour Johnson AFB, NC 27531-5300
Naval Hospitals:
Camp Lejeune, NC 28542
Cherry Point, NC 28533

Medical Clinics
USAF Clinic, Pope
Pope AFB, NC 28308-5300
US Coast Guard Support Center Clinic
Elizabeth City, NC 27909
US Coast Guard Marine Safety Office Clinic
Wilmington, NC 28401-3907
Naval Branch Medical Clinics:
Correctional Facility
Camp Lejeune, NC 28542
Camp Geiger
Camp Lejeune, NC 28542
Rifle Range
Camp Lejeune, NC 28542
Camp Johnson
Camp Lejeune, NC 28542
French Creek Camp Lejeune, NC 28542
River Road, Camp Lejeune, NC 28452
Physical Exam Center
Camp Lejeune, NC 28452
MCAS New River
Jacksonville, NC 28545

NORTH DAKOTA

Hospitals
USAF Regional Hospital, Minot
Minot AFB, ND 58705-5300
USAF Hospital, Grand Forks
Grand Forks AFB, ND 58205-5300

Medical Clinics
none

OHIO

Hospitals
USAF Medical Center, Wright-Patterson
Wright-Patterson AFB, OH 45433-5300

Medical Clinics
US Army Health Clinic
Defense Construction Supply Center, Columbus
(Mailing address:
Ireland Army Community Hospital
Fort Knox, KY 40121-5520
Uniformed Services Medical Treatment Facility,
Lutheran Medical Center
1313 Superior Avenue
Cleveland, OH 44113

OKLAHOMA

Hospitals
Reynolds Army Community Hospital
Fort Sill
Lawton, OK 73503-6400
USAF Hospital, Altus
Altus AFB, OK 73521-5300
USAF Hospital, Tinker
Tinker AFB, OK 73145-5300

Medical Clinics
USAF Clinic, Vance
Vance AFB, OK 73701-5300
US Army Health Clinic
McAlester Army Ammunition Plant
McAlester, OK 74501

OREGON

Hospitals
None

Medical Clinics
US Army Health Clinic, Umatilla Army Depot, Hermiston
(Mailing address:
Madigan Army Medical Center
Tacoma, WA 98431-5021)
US Coast Guard Air Station, Clinic
North Bend, OR 97459
US Coast Guard Air Station,
Astoria Clinic
Warrenton, OR 97146
Naval Branch Medical Clinic, NAVFAC
Coos Bay Clinic
Charleston, OR 97420

PENNSYLVANIA

Hospitals
Naval Hospital
Philadelphia, PA 19145

Medical Clinics
US Army Health Clinics:
Dunham Army Health Clinics,
Carlisle Barracks, Carlisle
(Mailing address:
Kimbrough Army Community Hospital, Fort Meade
Odenton, MD 20755-5000)
Fort Indiantown Gap, Annville
(Mailing address:
Kimbrough Army Community Hospital, Fort Meade
Odenton, MD 20755-5000)
New Cumberland Army Depot
New Cumberland
(Mailing address:
Kimbrough Army Community Hospital, Fort Meade
Odenton, MD 20755-5000)

Letterkenny Army Depot
Chambersburg
(Mailing address:
Kimbrough Army Community
Hospital, Fort Meade
Odenton, MD 20755-5000)
Defense Personnel Support Center
Philadelphia
(Mailing address:
Walson Army Community Hospital
Fort Dix, NJ 08640-6600)
Tobyhanna Army Depot
Tobyhanna, PA 18466
Naval Branch Medical Clinics:
NAVSHIPYD Philadelphia PA 19112
NAVPUBFORMCEN
Philadelphia, PA 19120
NAVAIRDEVCEN
Warminster, PA 18974
NPFC (Aviation Supply Office)
Philadelphia, PA 19120
NAS Willow Grove, PA 19090
SPCC Mechanicsburg, PA 17055

RHODE ISLAND

Hospitals
Naval Hospital, Newport, RI 02841

Medical Clinics
Naval Branch Medical Clinic
CBC Davisville, RI 02854

SOUTH CAROLINA

Hospitals
Moncrief Army Community Hospital
Fort Jackson
Columbia, SC 29207-5780
USAF Hospital, Myrtle Beach
Myrtle Beach AFB, SC 29577-5300
USAF Regional Hospital, Shaw,
Shaw AFB, SC 29152-5300
Naval Hospital, Charleston, SC 29408
Naval Hospital, Beaufort, SC 29902

Medical Clinics
USAF Clinic, Charleston
Charleston AFB, SC 29404-5300
Naval Branch Medical Clinics:
WPNSTA Charleston, SC 29408
NAVSTA Charleston, SC 29408
NAVSHIPYD Charleston, SC 29408
MCRD Parris Island, SC 29905
MCAS Beaufort, SC 29902

SOUTH DAKOTA

Hospitals
USAF Hospital, Ellsworth
Ellsworth AFB, SD 57706-5300

Medical Clinics
None

TENNESSEE

Hospitals
Naval Hospital, Millington, TN 38054

Medical Clinics
Naval Branch Medical Clinic NAS
Memphis, TN 38054

TEXAS

Hospitals
William Beaumont Army Medical Center
El Paso, TX 79920-5001
Brooke Army Medical Center
Fort Sam Houston, TX 78234-6200
Darnall Army Community Hospital
Fort Hood, TX 76544-5063
Wilford Hall USAF Medical Center
Lackland AFB, TX 78236-5300
USAF Regional Hospital, Carswell
Carswell AFB, TX 76127-5300
USAF Regional Hospital, Sheppard
Sheppard AFB, TX 76311-5300
USAF Hospital, Bergstrom
Bergstrom AFB, TX 78743-5300
USAF Hospital, Dyess
Dyess AFB, TX 79607-5300
USAF Hospital, Laughlin
Laughlin AFB, TX 78843-5300
USAF Hospital, Reese
Reese AFB, TX 79489-5300
Uniformed Services Medical Treatment
Facility, Hospital of St. John
2050 Space Park Drive
Nassau Bay, TX 77058
Naval Hospital, Corpus Christi, TX
78419

Medical Clinics
Uniformed Services Medical Treatment
Facilities:
St. Mary's Hospital
404 8th Street
N. Galveston, TX 77550
St. Mary's Hospital
Family Practice Center of Port
Arthur
3600 Gates Boulevard
Port Arthur, TX 77640

St. Joseph Ambulatory Care Center
1919 La Branch
Houston, TX 77002
US Army Health Clinic, Red River Army Depot, Texarkana
(Mailing address:
Darnall Army Community Hospital
Fort Hood, TX 76544-5063
USAF Clinics:
Brooks AFB, TX 78235-5300
Goodfellow AFB, TX 76908-5300
Kelly AFB, TX 78241-5300
Randolph AFB, TX 78150-5300
Naval Branch Medical Clinics:
NAS Chase Field, Beeville, TX 78103
NAS Kingsville, TX 78363
NAS Dallas, TX 75211

UTAH

Hospitals

USAF Hospital, Hill
Hill AFB, UT 84056-5300

Medical Clinics

US Army Health Clinics:
Dugway Proving Ground, Dugway
(Mailing address:
Fitzsimons Army Medical Center
Aurora, CO 80045-5000)
Defense Depot, Ogden
(Mailing address:
Fitzsimons Army Medical Center
Aurora, CO 80045-5000)
Tooele Army Depot, Tooele
(Mailing address:
Fitzsimons Army Medical Center
Aurora, CO 80045-5000)

VERMONT

No military medical or dental facilities in this state

VIRGINIA

Hospitals

USAF Regional Hospital, Langley
Langley AFB, VA 23665-5300
McDonald Army Hospital
Fort Eustis, VA 23604-5567
Dewitt Army Hospital
Fort Belvoir, VA 22060-5166
Kenner Army Hospital
Fort Lee, VA 23801-5260
Naval Hospital
Portsmouth, VA 23703

Medical Clinics

Andrew Rader US Army Health Clinic
Fort Myer, VA 22211
US Army Health Clinics:
Arlington Hall Station, Arlington
(Mailing address:
Walter Reed Army Medical Center
Washington, D.C. 20307-5000)
Cameron Station, Alexandria
(Mailing address:
Walter Reed Army Medical Center
Washington, D.C. 20307-5000)
Davison US Army Airfield, Accotink
(Mailing address:
Dewitt Army Hospital
Fort Belvoir, VA 22060-5166)
Fort A.P. Hill, Bowling Green
(Mailing address:
Dewitt Army Hospital
Fort Belvoir, VA 22060-5166)
Vint Hill Farms Station, Warrenton
(Mailing address:
Dewitt Army Hospital
Fort Belvoir, VA 22060-5166)
Fort Monroe, Hampton
(Mailing address:
McDonald Army Hospital
Fort Eustis, VA 23604-5567
Fort Story, Virginia Beach
(Mailing address:
McDonald Army Hospital
Fort Eustis, VA 23604-5567)
Fort Pickett, Blackstone
(Mailing address:
Kenner Army Hospital
Fort Lee, VA 23801-5260)
US Coast Guard Support Center Clinic, Churchland
Portsmouth, VA 23703
US Coast Guard Reserve Training Center Clinic
Yorktown, VA 23690
Naval Medical Clinics:
Quantico, VA 22134
Norfolk, VA 23508
Naval Branch Medical Clinics:
Arlington Annex, Arlington, VA 20370
NAVSWC Dahlgren, VA 22448
CGMCDEC Mann Hall
Quantico, VA 22134
OCS Camp Upshur
Qunatico, VA 22134
Brown Field, Quantico, VA 22134
TBS Quantico, VA 22134
Sewells Point Clinic, NAVSTA
Norfolk, VA 23511
NARF Dispensary, NAS
Norfolk, VA 23511
NAVPHIBASE Little Creek, VA 23521
NSC Warehouse Dispensary
Norfolk, VA 23512
Dam Neck Base
Virginia Beach, VA 23461
NAVSHIPYD Portsmouth, VA 23709
WPNSTA Yorktown, VA 23691
NAS Oceana, VA 23460

Lafayette River
Norfolk, VA 23508-1299
De-Gaussing Facility, Lambert's Point
Norfolk, VA 23511
Naval Branch Medical Annexes:
NSC Dam Neck, Norfolk, VA 23512
NALF Fentress
Chesapeake, VA 23460-5120
NAVRADSTA
Northwest Chesapeake, VA 23322
H.S.A. CINCLANTFLT
Norfolk, VA 23511

WASHINGTON

Hospitals

Madigan Army Medical Center
Tacoma, WA 98431-5021
Uniformed Services Medical Treatment Facilities
1131 14th Avenue South
Seattle, WA 98114
USAF Hospital, Fairchild
Fairchild AFB, WA 99011-5300
Naval Hospitals:
Oak Harbor, WA 98278
Bremerton, WA 98314

Medical Clinics

US Army Health Clinic
Yakima Firing Center
Yakima, WA 98901
USAF Clinic, McChord
McChord AFB, WA 98438-5300
US Coast Guard Air Station Clinic
Port Angeles, WA 98362
US Coast Guard Support Center Clinic
1519 Alaskan Way South
Seattle, WA 98134
Naval Medical Clinic NAVSTA
Seattle, WA 98115
Naval Branch Medical Clinics:
NAVSHIPYD Bremerton, WA 98314
NAVSTA Seattle, WA 98115
NAVSUBASE Bangor, WA 98315
NAVUSEAWARENGSTA
Keyport, WA 98345
NAVFAC Pacific Beach, WA 98571
NUSWENGSTA Indian Head Det
Hadlock, WA 98339

WEST VIRGINIA

Hospitals

None

Medical Clinics

Naval Branch Medical Clinic
NAVRADSTA
Sugar Grove, WV 26815

WISCONSIN

No military hospitals or medical clinics in this state

WYOMING

Hospitals

USAF Hospital, F.E. Warren
F.E. Warren AFB, WY 82005-5300

Medical Clinics

None

MEDICAL FACILITIES OVERSEAS

ANTIGUA

Naval Branch Medical Clinic
USNAF Antigua
FPO Miami 34054

BAHRAIN

Naval Branch Medical Clinic
Administrative Support Unit Bahrain
FPO New York 09526-5000

BELGIUM

Hospitals

US Army Hospital, SHAPE International Brussels
APO New York 09055

Medical Clinics

US Army NATO Health Clinic, Brussels
APO New York 09667
USAF Clinic Florennes
APO New York 01988-5300

BERMUDA

Naval Branch Medical Annex
USNAS, Bermuda
FPO New York 09560

CUBA

Hospitals

US Naval Hospital, Guantanamo Bay
FPO New York 09593

Medical Clinics
Naval Branch Medical Clinics:
USNAVSTA Guantanamo Bay
FPO New York 09593
Leeward USNAS, Guantanano Bay
FPO New York 09593

FEDERAL REPUBLIC OF GERMANY

Hospitals
US Army Hospitals:
Augsburg USAH, APO New York 09178
Bad Cannstatt USAH
APO New York 09154
Berlin USAH, APO New York 09742
Bremerhaven USAH
APO New York 09069-3369
Frankfurt USAH, APO New York 09757
Heidelberg, APO New York 09102
Landstuhl (Kaiserslautern)
APO New York 09180
Nurnberg, APO New York 09105-3501
Wuerzburg, APO New York 09801
USAF Regional Medical Center
Wiesbaden, APO New York 09220
USAF Hospital Bitburg
APO New York 09132
USAF Hospital Hahn
APO New York 09109

Medical Clinics
US Army Health Clinics:
Amberg, APO New York 09452
Aschaffenberg, APO New York 09162
Bad Aibling
APO New York 09098-4812
Bad Cannstatt, APO New York 09154
Bad Hersfeld, APO New York 09154
Bad Kreuznach
APO New York 09252-3470
Bad Toelz, APO New York 09050-3312
Bamberg, APO New York 09139
Baumholder, APO New York 09034
Berchtesgaden, APO New York 09029
Bindlach, APO New York 09411
Butzbach, APO New York 09077
Crailsheim, APO New York 09751
Darmstadt, APO New York 09175
Dexheim, APO New York 09111
Echterdingen, APO New York 09359
Erlangen, APO New York 09066
Fulda, APO New York 09146
Garmisch, APO New York 09053
Gelnhausen, APO New York 09091
Germersheim
APO New York 09095-3446
Giessen, APO New York 09169
Goeppingen, APO New York 09131
Grafenwoehr, APO New York 09114
Hanau, APO New York 09165-3406
Heilbron, APO New York 09176
Hohenfels, APO New York 09173
Illesheim, APO New York 09140
Kaiserslautern, APO New York 09227
Karlsruhe, APO New York 09164
Katterbach, APO New York
09177-5000
Kirchheim-Bolanden
APO New York 09227
Kitzingen, APO New York 09031
Knielingen, APO New York 09360
Ludwigsburg, APO New York 09279
Mainz, APO New York 09185
Mannheim-Kaefertal
APO New York 09086
Muenchweiler
APO New York 09189-3467
Munich, APO New York 09407-3319
Nellingen, APO New York 09061
Neu-Ulm, APO New York 09035
Regensburg, APO New York 09173
Sandhofen, APO New York 09028
Schwaebisch-Gmuend
APO New York 09281
Schwaebisch-Hall
APO New York 09025
Schweinfurt, APO New York 09033
Vaihingen, APO New York 09131
Vilseck, APO New York 09114
Vogelweh, APO New York 09227
Werthheim, APO New York 09047
Wildflecken, APO New York 09026
Worms, APO New York 09058
USAF Clinics:
Ramstein, APO New York 09094-5300
Rhein-Main
APO New York 09057-5300
Sembach, APO New York 09130
Spangdahlem
APO New York 09126-5000
Zweibrucken, APO New York 09860
Geilemkirchen, APO New York 09104
Aid Station Hessisch-Oldendorf
APO New York 09669

GREECE

Hospitals
USAF Hospital Hellenikon
APO New York 09223
USAF Hospital Iraklion
APO New York 09291

Medical Clinics
Naval Branch Medical Clinics:
USNAVCOMMSTA Greece, Nea Makre
FPO New York 09525
USNAVSUPPFAC Souda Bay, Crete
FPO New York 09525

GUAM

Hospitals

US Naval Hospital, Guam
FPO San Francisco 96630

Medical Clinics

Naval Branch Medical Clinics:
USNAS Guam
FPO San Francisoc 96630
USNAVMAG Guam
FPO San Fransico 96630
USNAVSTA Guam
FPO San Francisco 96630
NAVCAMS West Pac Guam
FPO San Francisco 96630
Occupational Health, USNAVSTA
Guam, FPO San Frnacisoc 96630
USAF Clinic, Andersen
APO San Francisco 96334

ITALY

Hospitals

US Army Hospitals
Camp Darby, Pisa
APO New York 09019
Vicenza, APO New York 09221
US Naval Hospital, Naples
P.O. Box 19, FPO New York 09521
US Naval Branch Hospital, USNAF
Sigonella, Sicily, FPO New York 09523

Medical Clinics

US Army Clinics
Livorno, APO New York 09019
USAF Clinics:
Aviano, APO New York 09293
Comiso, APO New York 09604
San Vito, APO New York 09240
US Navy Branch Medical Clinics:
USNAVSUPPACT Det., Gaeta
(Mailing address:
Commander, Naval Medical
Command, European Region
P.O. Box 22
FPO New York 09510-3100)
USNAVSUPPO La Maddelena, Sardinia
(Mailing address:
Commander, Naval Medical
Command, European Region
P.O. Box 22
FPO New York 09510-3100)

JAPAN

Hospitals

USAF Hospital, Misawa
APO San Francisco, 96519
USAF Hospital, Yokota
APO, San Francisco, 96328
US Naval Hospitals
Okinawa, FPO Seattle 98778-1610
Yokosuka, FPO Seattle 98765-1600
US Naval Branch Hospital
USMCAS Iwakuni
(Mailing address:
Commander, Naval Medical
Command, Pacific Region, NAS
Barber's Point, HI 96862-5850)

Medical Clinics

US Army Health Clinic
Camp Zama, Sagamihara
(Mailing address:
US Army Medical Dept.
Activity, Japan
APO San Francisco 96343-0076
US Naval Branch Medical Clinics:
Kadena Air Base
(Mailing address:
Commander, Naval Medical
Command, Pacific Region, NAS
Barber's Point, HI 96862-5850)
MCAS Futenma, FPO Seattle 98772
Camp McTureous
(Mailing address:
Commander, Naval Medical
Command, Pacific Region, NAS
Barber's Point, HI 96862-5850)
Torii Station
(Mailing address:
Commander, Naval Medical
Command, Pacific Region, NAS
Barber's Point, HI 96862-5850)
White Beach
(Mailing address:
Commander, Naval Medical
Command, Pacific Region, NAS
Barber's Point, HI 96862-5850)
Evans, Okinawa
(Mailing address:
Commander, Naval Medical
Command, Pacific Region, NAS
Barber's Point, HI 96862-5850)
COMFLEACT Sasebo
FPO Seattle 98766
Kamiseya, FPO Seattle 98768
USNAF Atsugi, FPO Seattle 98767
MARCORTRAFAC Mt. Fugi
(Mailing address:
Commander, Naval Medical
Command, Pacific Region, NAS
Barber's Point, HI 96862-5850)
Totsuka
(Mailing address:
Commander, Naval Medical
Command, Pacific Region, NAS
Barber's Point, HI 96862-5850)
USAF Clinic Kadena
APO San Francisco 96239

KOREA

Hospitals

US Army Hospital, Seoul
APO San Francisco 96301-0080
USAF Hospital, Kunsan
APO San Francisco 96264
USAF Hospital, Osan
APO San Francisco 96570

Medical Clinics

US Army Health Clinics:
Pusan, APO San Francisco 96259-0257
Wongju, APO San Francisco 96397
Yongsan, APO San Francisco 96301
Taegu, APO San Francisco 96218
USAF Clinic, Suwan
APO San Francisco 96461
USAF Clinic, Taegu
APO San Francisco 96213

NETHERLANDS

Hospitals

None

Medical Clinics

US Army Clinic, Brunssum
APO New York 09011
USAF Clinic Camp New Amsterdam
APO New York 09292

PANAMA

Hospitals

Gorgas Army Community Hospital
APO Miami 34004

Medical Clinics

US Army Health Clinics:
Coco Solo
(Mailing address:
US Army Medical Dept. Activity
Panama, APO Miami 34004)
Fort Clayton
(Mailing address:
US Army Medical Dept. Activity
Panama, APO Miami 34004)
US Army Troop Medical Clinics:
Fort Kobbe
(Mailing address:
US Army Medical Dept. Activity
Panama, APO Miami 34004)
Fort Davis
(Mailing address:
US Army Medical Dept. Activity
Panama, APO Miami 34004)
Fort Sherman
(Mailing address:
US Army Medical Dept. Activity
Panama, APO Miami 34004)
USAF Clinic, Howard, APO Miami
34001

PHILIPPINES

Hospitals

USAF Regional Medical Center, Clark
APO San Francisco 96274
US Naval Hospital, Subic Bay
FPO San Francisco 96652-1600

Medical Clinics

US Naval Branch Clinics:
USNAVSTA Subic Bay
FPO San Francisco 96652-1600
USNAS Cubi Point, Subic Bay
APO San Francisco 96652-1600
USNAVCOMMSTA San Miguel
(Mailing address:
Commander, Naval Medical
Command, Pacific Region, NAS
Barber's Point, HI 96862-5850)
Radio Transmitter Facility Dispensary
Capas Tarlac
(Mailing address:
Commander, Naval Medical
Command, Pacific Region, NAS
Barber's Point, HI 96862-5850)
Occupational Health, NAVSTA
Subic Bay
APO San Francisco 96652-1600

PORTUGAL

Hospitals

USAF Hospital Lajes
APO New York 09406

Medical Clinics

No military medical clinics in this country

PUERTO RICO

Hospitals

US Naval Hospital, Roosevelt Roads
FPO Miami 34051

Medical Clinics

US Army Health Clinic, Fort Buchanan
San Juan, PR 00934
US Coast Guard Air Station Clinic
Aquadilla, PR 00604

US Naval Branch Medical Clinics:
USNAVSECGRUACT, Sabana Seca
FPO Miami 34053
Viegues, FPO Miami 34053

SAUDI ARABIA

Hospitals
None

Medical Clinics
US Army Health Clinic, Dha Hran
APO New York 09616

SPAIN

Hospitals
USAF Hospital, Torrejon
APO New York 09283
US Naval Hospital, Rota
FPO New York 09540

Medical Clinics
USAF Clinic, Zaragoza
APO New York 09286

TURKEY

Hospitals
USAF Hospital, Incirlik
APO New York 09289

Medical Clinics
USAF Clinics:
Izmir, APO New York 09224
Ankara, APO New York 09254
US Army Health Clinic, Tuslog Det. 67
APO New York 09380

UNITED KINGDOM

Hospitals
USAF Hospital, Lakenheath
APO New York 09179
USAF Hospital, Upper Heyford
APO New York 09194

Medical Clinics
USAF Clinic, Alconbury
APO New York 09238
USAF Clinic, Bentwaters
APO New York 09755
USAF Clinic, Chicksands
APO New York 09193
USAF Clinic, Fairford
APO New York 09125
USAF Clinic, Greenham Common
APO New York 09150
USNAVFAC Brawdy
APO New York 09519

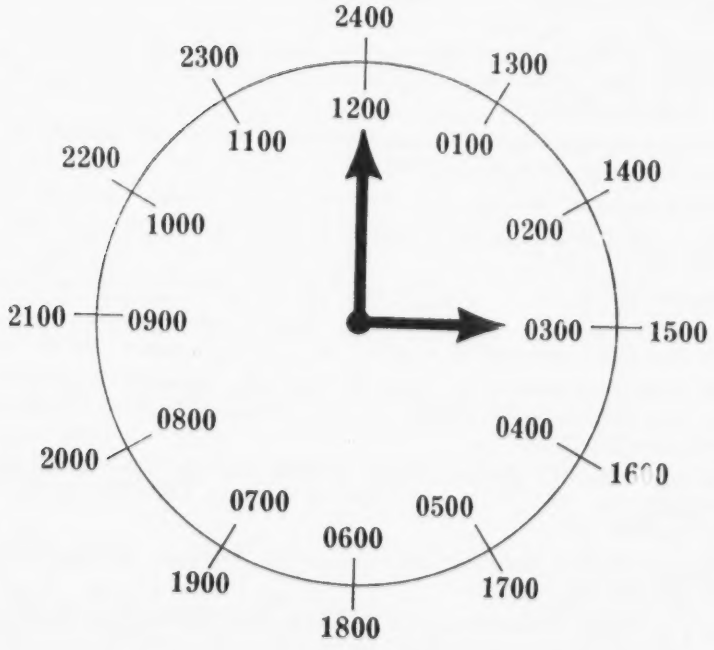
VII. Miscellaneous Information

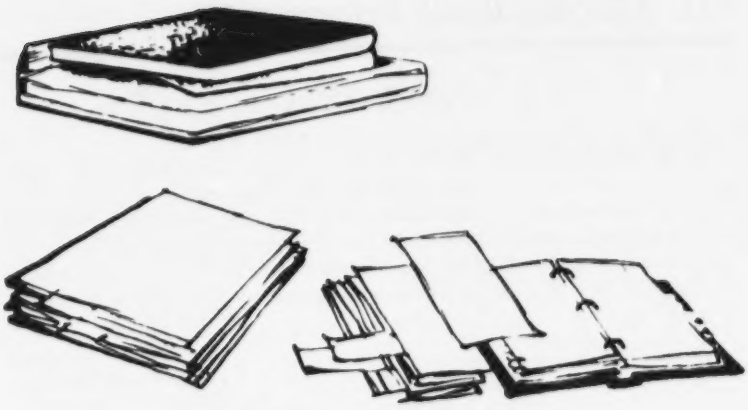
NAVY TIME

The easiest way to remember military or Navy time is:

For any time prior to 10:00 AM simply add a zero before the hour, example: nine o'clock in the morning would be spoken as "zero nine hundred" and written as 0900. 10:00 AM, 11:00 AM, and 12:00 AM would be "ten hundred", "eleven hundred" and "twelve hundred."

For any time after 12:00 AM simply add twelve to the time. Example: if the time of day is 3:00 PM, you add twelve to 3:00 and get "fifteen hundred" or 1500.





NAVY REFERENCES

All Hands Magazine, NIRA Print Media Division, 601 N. Fairfax Street, Suite 230, Alexandria, VA 22314

Armed Forces Journal, Suite 520, 2000 L Street N.W., Washington, D.C. 20036

Children With Special Needs: A Navy Parent Handbook, Commanding Officer, Naval Publication and Form Center, 5801 Tabor Avenue, Philadelphia, PA 19120

Customs Highlights for Government Personnel, US Customs Service, P.O. Box 7407, Washington, D.C. 20044

Family Magazine, (monthly) P.O. Box 4993, Walnut Creek, CA 94596

Help Your Widow While She's Still Your Wife, Harry S. Hayman, CWO, USCG (Ret), and Carl G. Franke, CWO, USA (Ret), The Retired Officers' Association, 201 N. Washington Street, Alexandria, VA 22314, Revised 1988

Human Relationships in the Military: Problems and Programs, George Henderson, Ed., Nelson Hall, 111 N. Canal Street, Chicago, IL 60606

It's Your Move, Navy Department, Naval Supply System Command, c/o Personal Property, 1921 Jefferson Davis Highway, Crystal Mall Bldg. 2, Arlington, VA 22202

Making a Home in the Navy: Ideas to Grow On, Navy Family Support Program, OP 1561/NMPC 66, Dept. of the Navy, Washington, D.C. 20370-5660

Military Lifestyle Magazine, (monthly), 1732 Wisconsin Avenue, N.W., Washington, D.C. 20007

Military Living Publications, P.O. Box 2347, Falls Church, VA 22042

Military Living's Temporary Lodging Around the World
Military Space Available Air Opportunities Around the World
Military RV, Camping and Recreation Areas Around the World

National Military Family Association Newsletter, 2666 Military Road, Arlington, VA 22207

Navy Family Lifeline, (quarterly), NIRA, Print Media, Division, 601 N. Fairfax Street, Suite 230, Alexandria, VA 22314

Navy Times, Springfield, VA 22159

Off Duty Magazine, (monthly), 3303 Harbor Blvd., Suite C-2, Costa Mesa, CA 92626

Retired Officer, The Retired Officers Association, 201 N. Washington Street, Alexandria, VA 22314

Sea Power, The Navy League of the United States, 2300 Wilson Blvd., Arlington, VA 22201-3308

Selected U.S. Government Publications, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

Survival Kit for Overseas Living, L. Robert Kohls, Intercultural Press, 2nd Edition, P.O. Box 768, Yarmouth, ME 04096

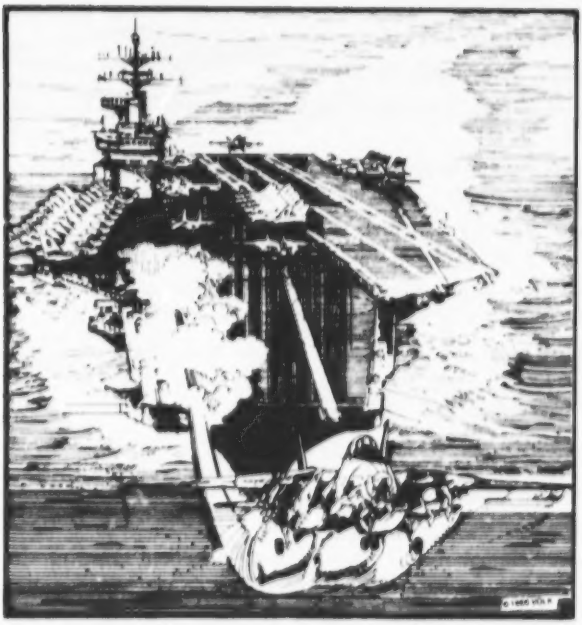
The following publications are available from the Naval Institute Press, Annapolis, Maryland 21402.

The Bluejackets' Manual, 20th Edition. Revised by Bill Wedertz. The most widely used manual in the Navy for over 80 years, the BJM contains a compendium of information of interest to career Navy men and women.

Naval Cermonies, Customs, and Traditions, 5th Edition. By VADM William P. Mack USN (Ret.) and LCDR Royal W. Connell, USN. This classic compendium focuses on the ceremonial customs and traditions currently practiced throughout the U.S. naval establishment. Provides an accessible source of information on military and naval etiquette. 1980. 366 pages.

Naval Officer's Guide, 9th Edition. By VADM William P. Mack, USN (Ret.) and CAPT Thomas D. Paulsen, USN. This entirely new edition is a compendium of information, guidance and advice for naval officers through the rank of lieutenant commander. It contains information on military law, code of conduct, the defense department and other topics of general interest and provides practical answers to problems that frequently arise.

Dictionary of Military and Naval Quotations. Compiled and edited by COL Robert Debs Heini, Jr. USMC (Ret.). This collection includes over 5,500 maritime quotations from the writings and speeches of philosophers, admirals, generals, poets, prophets and politicians over the past two thousand years. 1978.



NAVAL TERMS

Aboard—on or in a ship. Close aboard; near a ship

Absentee pennant—special pennant flown to indicate absence of commanding officer, admiral, chief of staff, or a division, squadron, or flotilla commander.

Acey-Ducey—Navy game; also slang; sudden fit or display of temper, as "he threw an acey-ducey."

Wherever Navy personnel assemble, there will be found the familiar backgammon board, a handful of checkers (or washers), a pair of dice, two contestants and a crowd of kibitzers shouting "Kick him!" "Run for it!" or "Shut the door!"

Acey-Ducey is a variation of backgammon, the oldest known game; equipment for playing backgammon has been found in an Egyptian tomb of 3,000 B.C. Romans called their version of the game *Scripta Dodecim*, the French called their game *Tric Trac* and the early English called their game *Tables*.

Admiral—from the Arabic Amir-al-Bahr commander of the seas, first used during the Crusades; England's first admiral was William del Layburn, appointed Admiral of the Sea of the King of England by Edward I in 1297. The first U.S. Navy admiral was David Glasgow Farragut. There have been only three admirals of the U.S. Navy—David Farragut, David Porter and George Dewey. In WWII, the rank of fleet admiral (five stars) was created on 15 December 1944 and conferred on Ernest J. King, William D. Leahy and Chester W. Nimitz. William H. Halsey was later appointed to fleet admiral.

Aft—in, near or toward the stern of the ship.

Ahead—forward of the bow.

Ahoy—once Vikings' war cry. Now distinct nautical hail, "Boat, ahoy!"

Airdale—slang, a naval aviator; "fly boy."

Allotment—assignment of part of military pay directly to person or bank.

Allowance—numbers, ranks and ratings of officers and men allowed to a ship.

Aloft—above the ship's uppermost solid structure overhead or high above.

Alongside—beside a pier, wharf or ship.

Amidships (or midships)—middle portion of ship, along the line of keel.

Anchor—from anchora, the only nautical word adopted into the Teutonic language directly from Latin. The hook used at the end of a chain and dropped to the sea bottom to hold a ship, boat or seaplane in one particular place. Chinese used stones as anchors in 2,000 B.C.: The smallest Navy anchors can be lifted by one man; two anchors used by USS Kitty Hawk each weigh 30 tons.

Anchorage—suitable place for ship to anchor. A designated area of a port or harbor.

Anchor's aweigh—said of the anchor when just clear of the bottom.

Astern—toward the stern; an object of ship abaft another ship.

Autovon—naval internal telephone system.

Auxiliary—assisting machine or vessel, such as an air-conditiong machine or a fuel ship.

Awning—a piece of canvas spread above a deck to provide shade. Now used to describe a shade above a window or terrace of a building, but probably of nautical origin. Capt. John Smith's account of his voyage to Virginia, in 1624 says: "We did hang an awning (which is an old saile)...to shadow us from the sunne."

Aye-aye—term used to acknowledge receipt of a command or order from senior. It means "I have heard the order; I understand it; I will carry it out."

Barnacle—small marine animal that attaches itself to hulls and pilings.

Beam—width; breadth; greatest athwartships measurement of a ship.

Belay—to cancel an order; stop; firmly secure a line.

Below—below decks; below main deck.

Berth—space assigned ship for anchoring or mooring.

Billet—an allotted sleeping space; a man's position in his ship's organization.

Black shoe—an officer who is not an aviator; the latter is a brown shoe. At one time aviators wore brown shoes.

Bluejacket—Navy enlisted man below the grade of CPO.

Bogey—unidentified aircraft.

Boondocks—slang, any remote or isolated place.

Boondockers—slang, ankle-high boots usually issued in boot camp.

Boondoggle—slang, usually a trip taken ostensibly for official business that is really for pleasure.

Boot—slang for recruit.

Bow—most forward part of a ship.

Bridge—platform or area from which ship is steered, navigated and conned; usually located in forward part of ship.

Brig—original term for fast sailing ship used by pirates in Mediterranean; contraction of brigantine or Brigandine, meaning robber or brigand; later a

general term for a two-masted, square rigged sailing ship. Credit for current use of term goes to Admiral Nelson of British Navy, who had an unusual number of prisoners confined in a small brig where sailors could guard them. The name brig became sailor's universal term for jail.

Brow—large gangplank leading from a ship to a pier, wharf or float; usually equipped with hand rails.

Brown bagger—slang for married man; derived from paper bag used by shore duty personnel for carrying lunch.

Bulkhead—one of the upright, crosswise partitions dividing a ship into compartments.

Can—slang, short for "tin can," destroyer; also, to throw out or get rid of.

Canned—slang, something prepared for routine, repeated use (i.e., a "canned speech").

Captain—from Latin caput meaning head. (Until 1862, captain was highest commissioned rank in U.S. Navy.

Catapult—shipboard mechanism for launching aircraft.

Catwalk—elevated walkway between bridges; commonly found on tankers; also called fore-and-aft bridge, connecting bridge, monkey bridge; walkways around aircraft carrier flightdeck.

Classified matter—information or material of aid to possible enemy if improperly divulged. There are currently three categories: Top Secret, Secret and Confidential.

Chit—receipt, voucher or request; word came into use on Asiatic Station; picked up from pidgin English; also used by British Army and Navy and East India Company. Derived from Hindu word chitti.

Colors—National ensign; distinguishing flag flown to indicate a ship's nationality. Naval ceremonies are performed when national flag is hoisted at eight o'clock in the morning and hauled down at sunset.

Commander—title introduced into British Navy by William III, when it was spelled commandeur; later such officer was second in command of large ships. Rank of commander introduced into U.S. Navy in 1838 replacing that of "master commandant."

Commission—to activate a ship or station; written order giving an officer his rank and authority.

Commissioning ceremonies—ceremonies during which a new ship is placed in service. Captain of the yard or delegated representative of commandant reads orders for delivery of ship, attention is sounded on bugle, national anthem is played, ensign, commission pennant and jack are hoisted simultaneously. The officer ordered to command the ship reads his orders from Navy Department and orders his executive officer to set the watch. Full dress uniform is usually worn by officers at commissioning ceremonies of cruisers and battleships. It is customary to invite friends of officers and others interested to attend the ceremony, along with the sponsor who christened the ship.

Companionway—set of steps or ladders leading from one deck level to another.

Comparment—space enclosed by bulkheads, deck and overhead, same as a room in a building.

Compass—Latin poem written in third century A.D. describes what may have been a compass; in 1248 a Florentine described a compass then used in Norman ships. At that time the north point of the compass was marked by

fleur-de-lis, and most compasses are still so marked. Compasses were later perfected by Prince Henry, the Navigator; those used by Columbus, Vasco Da Gama and other early navigators were probably results of his interest and work. Magnetic compasses are still used. Gyrocompasses, unaffected by variation in the earth's magnetic field, are more accurate.

Conning tower—on larger warships, a heavily armored structure just forward of, and slightly below the bridge for conning the ship in battle.

Course—direction steered by a ship or plane.

Court-martial—military court for trial of serious offenses; summary, special and general courts-martial.

CPO—abbreviation for chief petty officer.

Crow—slang, eagle on petty officer's rating badge.

Cruise—from the Dutch. To sail with no definite destination. More commonly used to describe round trip; also to sail, i.e., "The ships will cruise at fifteen knots."

Cumshaw—Chinese: alms for a beggar; pidgin English for gift or something thrown in on trade; in Navy parlance, something obtained "for free," or the act of obtaining it.

Davy Jones' Locker—bottom of the sea.

Dead horse—in early days of Navy and merchant marine, sailors were permitted to draw money in advance of a long cruise; such payment was called a dead horse, possibly because money was spent before it was earned and a man felt he might as well have bought a dead horse. Now, an advance in pay upon being transferred, to be repaid in monthly installments, is called a dead horse.

Deck—a floor or platform extending from end to end of a ship.

Deck officers—as distinguished from engineering officers; refers to all officers who assist in navigating ship at sea and in working cargo while in port, exclusive of staff corps officers (See Line Officer).

Deep Six—throw something away or overboard.

Deploy—tactical term used for dispersal of troops; also disposition of ships in battle formations.

Ditty bag, ditty box—small container formerly used by sailors for stowage of personal effects and toilet articles.

Division—in the organization of ship or plane groups, the unit between sections and squadrons; in shipboard organization, men and officers grouped together for command purposes.

Embark—to go aboard ship preparatory to sailing.

Ensign—lowest ranking commissioned officer, except Chief Warrant Officer. In the hierarchy a Midshipman ranks above a Warrant Officer, a Chief Warrant Officer ranks above a Midshipman and an Ensign ranks above a Chief Warrant Officer. From old Norman enseigne. First used by British Navy in 16th century. Adopted by U.S. Navy in 1852, to replace previous "passed midshipmen."

Executive Officer—regardless of rank, the officer second in command of a ship, squadron or shore activity. In early days, such an officer was the first Lieutenant. XO.

Fantail—main deck section in after part of flush-deck ship.

Fathom—in measuring depth of water, six feet. From Anglo-Saxon faehom. Originally distance spanned by man's outstretched arms.

Field day—day devoted to cleaning ship or station, usually Friday. The act of cleaning an office, compartment or space. Field day can be held in a desk drawer.

First Lieutenant—officer in charge of cleanliness and general upkeep of ship or shore station; descriptive of duty, not rank.

Fish—slang, torpedo.

Flag at half-mast—at times of mourning in old sailing days, yards were "cockbilled" and rigging was slacked off, to indicate that grief was so great it was impossible to keep things shipshape. Today half-masting of colors is the survival of days when slack appearance characterized mourning on shipboard.

Flag Officer—Rear Admiral, Lower Half; Rear Admiral, Upper Half; Vice Admiral, Admiral and Fleet Admiral, are flag officers. "Flag officer," was an actual rank in the Navy before the grade of admiral was created in 1862.

Flank speed—certain prescribed speed increase over standard speed; faster than full speed, but less than emergency full speed.

Flat hatting—slang, flying at low altitude, usually aimed at impressing mere groundlings: often makes groundlings out of flathatting zoomies.

Fleet—from Anglo-Saxon fleet. Organization of ships and aircraft under one commander; normally includes all types of ships and aircraft necessary for major operations; also, to draw blocks of tackle apart.

Flight deck—deck of aircraft carrier on which planes land, take-off.

Floating drydock—movable dock floating in water; ships of all sizes are floated into it and repaired.

Flying Dutchman—legendary phantom ship believed to haunt the seas around Cape of Good Hope. In sailing days seamen regarded his specter ship as a bad omen, bringing with it sudden squalls, shipwrecks, illness and other disasters. Flying Dutchman legends have inspired literature, music and motion pictures. Most common, the Flying Dutchman was believed to be commanded by Captain Vanderdecken who ran into a terrific storm but vowed he would continue if it took him until Judgment Day. Providence took him at his word; the phantom ship still sails on with canvas spread and her crew little more than shadows. Because of unequal light refraction around the Cape of Good Hope, ships actually out of sight sometimes appear to loom in the distance as if they were hanging in mid-air. This phenomenon, called "mirage ship," is the Flying Dutchman seen by Navymen rounding the Cape today.

Forecastle—pronounced "focsul." In the days of Columbus, ships were fitted with castle-like structures fore and aft. The structures have disappeared, but the term forecastle remains; refers to upper deck in forward part of ship. Abbreviated fo'c'sle.

Forward—toward bow; opposite of aft.

Fouled up—line, or chain which has become twisted and tangled; used to describe hopelessly confused person or situation.

Four O—top mark, equal to 100%. Navy grades and marks run from 0.0 to 4.0. By common usage, perfect, whether said of running condition of engine or appeal of girl friend.

Frame—ribs of vessel.

Frogman—slang, member of underwater demolition team. SEALS.

Funnel—ship's smokestack; stack.

Gangplank—see Brow.

Gangway—open in bulwarks or rail of ship to give entrance; order to stand aside and get out of the way.

Geedunk—slang, ice cream soda, malted milk, anything from soda fountain or Geedunk stand.

General quarters—battle stations for all hands.

Gig—one of ship's boats designated for commanding officer's use.

Gitmo—abbreviation for U.S. Naval Base, Guantanamo Bay, Cuba.

Gung-ho—slang, eager and aggressive beyond normal requirements.

Gyrene—slang, a Marine.

Hammocks—used as beds for sailors in warships, in some cases up until the beginning of WWII. All ships now are equipped with bunks. Hammocks were unknown until Columbus reached the New World. His sailors slept on deck. Natives in the Bahamas used woven cotton nets for beds, called hammacs, which Columbus took back to Spain where they were called hamaco. Word adopted into English language during reign of Queen Elisabeth I.

Hash mark—slang, service stripe worn on uniforms of enlisted personnel.

Hawser—heavy line, five inches or more in circumference, used for towing or mooring.

Head—place in ship or on shore station which might otherwise be called rest room, wash room or toilet. Captain of the head is individual selected to provide janitorial service; called head because such facilities in early days were located forward, in the head of the ship.

Heel—to list over.

Helm—the helm proper is the tiller; often used to mean rudder and gear used for turning it.

Helmsman—steersman; man at wheel.

Holiday routine—followed aboard ship on authorized holidays and Sundays.

Honors—ceremonies conducted in honor of a visiting dignitary, usually involving sideboys and, occasionally, a band and honor guard.

Jet Jockey—naval aviator who flies a jet aircraft.

Jury rig—makeshift rig of mast and sail or of other gear, such as jury anchor, jury rudder; any makeshift device.

Knock off—cease what is being done; stop work.

Knot—measure speed for ships and aircraft, as "the destroyer was making 30 knots," or "the top speed of the plane is 400 knots." Expressions such as thirty knots per hour are incorrect since knot is based on both time and distance, and thirty knots means thirty nautical miles per hour. Originated in days of sailing ships, when a log fastened to a long line marked at intervals by knots had the same ratio to a nautical mile as 28 seconds had to one hour. As the log pulled the knotted line overboard, it was timed with a 28-second sand glass, and at the end of 28 seconds, a count was announced, "She made 10 knots." Since WWII, both Air Force and commercial aviation has adopted the Navy system of nautical miles expressed in knots. A knot consists of 6,076.103333 feet or 1,852 meters.

Ladder—in a ship, corresponds to stairs in a building.

Leatherneck—term probably applied to U.S. Marines by sailors because of the leather-lined collar once part of Marine uniforms. The collar, about the same height as that of the present uniform collar, was designed to give a

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greater military appearance to the uniform; when damp with perspiration it was highly uncomfortable and caused throat trouble. Abolished by Marine Corps about 1875.

Leave—paid vacation earned at the rate of 2½ days per month of active duty.

Liberty—authorized absence of individual from place of duty, not chargeable as leave. No period of liberty shall exceed a total of 96 hours.

Line officer—officer who may succeed to military command as opposed to staff corps officer who normally exercises authority only in a specialty; i.e., hospitals, supply centers, etc.

Lookout—seaman assigned to watch and report any objects of interest; lookouts are "the eyes of the ship."

Mast—captain's mast, or merely mast, derived from the fact that in early sailing days the usual setting for this type of naval justice was on the weather deck near ship's mainmast.

Mess—meal; a place or group of officers and men who eat together as in "crew is at mess," "meeting was held in CPO mess," or "she was the guest of wardroom mess." Mess comes from Latin mensa, or table; also a Gothic word mes, meaning dish; hence, a mess of pottage.

Mess cook—enlisted man who performs duties on the mess decks.

Muster—to assemble crew; roll call. Check to ensure all are present and/or accounted for.

Old Man—seaman's term for captain of a ship.

Panic button—immediate action required.

Passageway—corridor or hallway on ship.

Plan of the day—schedule of day's routine and events ordered by Executive Officer; published daily aboard ship or at shore activity.

Port—left side of ship facing forward; harbor; opening in ship's side; usual opening in ship's side for light and air is also a port.

Quarterdeck—part of main (or other) deck reserved for honors and ceremonies and the station of the OOD in port. Ancient Greek and Roman ships carried a pagan altar, sometimes with fire from a certain temple, to which the crew paid obeisance. Later, the same respect was given to a shrine of the Virgin. The custom continued after the shrines were removed. Eventually the king's colors became symbolic of church and state combined and drew the same shipboard marks of respect earlier paid to altars and shrines. The quarterdeck is the most honored part of the ship and is saluted by officers and men as they cross it.

Quarters—living spaces assigned to personnel aboard ship; government owned housing assigned to personnel at shore stations; assembly of personnel for drill or inspection.

Rank—grade or official standing of commissioned and warrant officers.

Rate—grade or official standing of enlisted men; identifies pay grade or level of advancement; within each rating a rate reflects levels of aptitude, training, experience, knowledge, skill and responsibility.

Rating—job classification with the Navy, such as Electronics Technician.

Scullery—compartment for washing and sterilizing eating utensils.

Scuttlebutt—a drinking fountain in Navy is called scuttlebutt. Butt is cask or hogshead. To scuttle means to make a hold in ship's side causing it to sink. A scuttlebutt in old days was a cask that had openings in the side, fitted with a spigot; also rumor, from the fact that sailors used to congregate

at the scuttlebutt or cask of water to gossip or report on day's activities—sometimes true, sometimes not.

Sea bag—large canvas bag for stowing man's gear and clothing.

Shakedown cruise—cruise of newly-commissioned ship to test machinery and equipment and train crew as a working unit.

Short timer—one whose enlistment or tour of duty is almost completed.

Sick Bay—ship's hospital or dispensary.

Sideboys—impeccably uniformed sailors who participate in honors ceremonies on the quarterdeck.

Skipper—from Dutch schipper, meaning captain.

Starboard—right side of ship looking forward. In Viking ships, right side of ship was called steerboard side because ships were steered by means of a heavy board mounted on that side. Gradually, steerboard was corrupted to starboard. Left side of old ships was called load board (place of loading), finally becoming larboard. Because starboard and larboard sounded so much alike port was substituted in U.S. Navy for larboard.

Stern—after part of ship.

Stow—to put gear in its proper place. From Dutch stoewen, to cram or press.

Superstructure—that part of ship above the main deck.

Swab—rope or yarn mop; also an unflattering term for a sailor.

Task force—temporary groups of units under one commander; formed for the purpose of carrying out a specific operation or mission.

Topside—from pidgin English, meaning upper level, or above decks. Catalina PBY flying boats were sometimes referred to as "topside sampans."

Turn to—an order to begin work.

Wardroom—probably from British Navy. In 18th century a compartment aboard ship near officer's stateroom used as storage room, particularly for officers' clothing. It was called the wardrobe; term later corrupted into wardroom. When this compartment was empty lieutenants met there informally and for meals. Gradually used entirely as officer's mess room, as was the custom when U.S. Navy came into being.

Watch—period of duty, usually of four hours' duration. The day at sea has long been divided into watches which are now called: midwatch (midnight to 4 am); morning watch (4 to 8 am); forenoon watch (8 am to noon); afternoon watch (noon to 4 pm); first dog watch (4 to 6 pm); second dog watch (6 to 8 pm); and first watch (8 m to midnight).

Zoom bag—slang, aviator's flight suit.

Zoomie—an aviator.

NAVAL ACRONYMS and ABBREVIATIONS

ADAPT—Active Duty Assistance Program Team
AOC—Aviation Officer Candidate
ASAP—as soon as possible
BAQ—Basic Allowance for Quarters
BAS—Basic Allowance for Subsistence
BEQ—Bachelor Enlisted Quarters
CACP—Casualty Assistance Calls Program
CHINFO—Chief of Naval Information
CNO—Chief of Naval Operations
CNP—Chief of Naval Personnel
CO—Commanding Officer
COLA—Cost of Living Allowance
COMRATS—Commuted Rations
CPO—Chief Petty Officer
DOD—Department of Defense
EAOS—End of Active Obligated Service
ETA—Estimated Time of Arrival
ETD—Estimated Time of Departure
EXEC—Executive Officer
JAG—Judge Advocate General
JANGO—Junior Army-Navy Guild Organization of America
JNROTC—Junior Naval Reserve Officer Training Corps
LDO—Limited Duty Officer
NAS—Naval Air Station
NAVFAC—Naval Facility
NAVSTA—Naval Station
NMC—Naval Medical Command
NROTC—Naval Reserve Officer Training Corps
OCS—Officer Candidate School
OPNAV—Office of Chief of Naval Operations
OSD—Office of the Secretary of Defense
PCS—Permanent Change of Station
SEA—Senior Enlisted Advisor
SECDEF—Secretary of Defense
SECNAV—Secretary of the Navy
TAD—Temporary Additional Duty
TLA—Temporary Lodging Allowance
VHA—Variable Housing Allowance
WO—Warrant Officer
XO—Executive Officer

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